

[Internship- Limited Experience]

John Doe  
123 Your Street  
Our Hometown, IL 60000  
Cell: 555-123-4567

August 31, 2011

Recruiter's Name Here  
Job Title  
ABC Company  
456 Company Street  
Company Town, IL 60000

Dear Recruiter's Name:

I am interested in applying for a fall internship position or to learn more about your internship program that was listed through the University's Career Services office. I believe that my educational and volunteer experiences would make me an ideal intern candidate.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as a conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research. This internship would provide me with the ideal opportunity to assist your organization and to expand my research skills.

I look forward to hearing from you at your earliest convenience to determine if my qualifications and education could be a match for an internship position. I can be reached at 555-123-4567 or by e-mail at [jsmith@email.com](mailto:jsmith@email.com).

Thank you for your consideration.

Sincerely,

John Doe