# **Cover Letter Worksheet for Internships**

A cover letter is your chance to introduce yourself to an employer and explain why you’re excited about the internship. Use this worksheet to help you brainstorm and organize your letter.

**Quick Tips:**

* Keep it to one page.
* Use a professional tone, but let your personality show.
* Proofread for spelling and grammar.

### **Step 1: Heading & Greeting**

* **Your Information**: Name, phone number, email, date

### **Step 2: Introduction (Paragraph 1)**

* Write why you are applying for an internship
* Share a sentence or two about why you are interested in an internship and how you believe it will be helpful to you.

### **Step 3: Body (Paragraph 2–3)**

* Show what makes you a strong candidate. Focus on your **skills, experiences, interests, and career goals**. You don’t need job experience, schoolwork, projects, clubs, sports, and volunteering all count!
* If applicable, include a sentence or two with any additional details that may be helpful for those reviewing your cover letter, such as:
  + Past experiences
  + Transferable Skills
  + Examples/Stories that make you stand out
  + Future Goals
  + Availability & Commitment
  + Gratitude & Enthusiasm

### **Step 4: Closing (Final Paragraph)**

Thank them for their time and express enthusiasm again.

### **Step 5: End**

* End with: “Sincerely,”  
  “Your name”