

Letter of Interest – Instructions & Template

Do not include these instructions in your final letter.

For each internship you apply to, please upload a **separate letter of interest**. This is your opportunity to tell the organization:

- **Why** you are interested in their internship
- **What** you can bring to the role
- **What** you hope to learn or gain from the experience

Formatting & Submission:

- Write your letter using Microsoft Word or Google Docs on a computer or laptop.
- Save or download your letter as a PDF for submission.
- **Letters in any other format will not be accepted.**

Before submitting, make sure your letter:

- Includes the organization's name and the internship position
- Clearly explains why you are interested in this opportunity
- Shares what you can offer and what you hope to learn
- Is proofread for spelling and grammar

Length & Naming:

- Keep your letter to about one page or less
- Title your document with your name, the organization's name, and "Letter of Interest"
 - Example: *Anthony Brown – Woodland Pattern – Letter of Interest*

Template below ↓

Letter of Interest Template

Your Name
Your Address (Optional)
Your Phone Number
Your Email Address

Date

Organization Name
Internship Title (if listed)

Dear [Organization Name or Contact Name],

Paragraph 1 – Why You’re Interested

Introduce yourself and share why you are interested in this internship. Mention what stands out to you about the organization, program, or type of work they do.

Paragraph 2 – What You Bring & What You Hope to Learn

Explain what skills, interests, or experiences you would bring to the internship. These could include school activities, hobbies, creative work, teamwork, leadership, or community involvement. Also share what you hope to learn or gain from this opportunity.

If you are applying as a returning intern, include what skills or projects you are excited to continue developing.

Sincerely,

Your Name