

SAMPLE COVER LETTER

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Your Address  
Your City, State, Zip Code

**4 LINES**

Today's Date

**4 LINES**

Ms. Mary Shelly  
Senior Executive Producer  
CBS News  
100 State Street, Suite 200  
New York, NY 10022

**(WRITE OUT ALL DATES)**  
**(EXAMPLE: January 1, 2005)**

**2 LINES**

Dear Ms. Shelly:

**2 LINES**

As a participant in UCSD's Academic Internship Program, I would like to volunteer with *(name of organization)* for *(number of hours)* \_\_\_\_\_ a week *(dates the quarter begins and ends)* from \_\_\_\_\_ through \_\_\_\_\_.

*(State your interest in this type of work and how it relates to your academic and career goals). (Tell the organization what you can offer). Your paragraph(s) should be four to five sentences long.*

I will call you in a few days to set up an appointment for an interview, or you can reach me at *(student's phone number)*. If you have any questions regarding the Academic Internship Program, please call *(counselor's name)* \_\_\_\_\_ at UCSD at (858) 534-4355. Thank you for your consideration of my resume.

**2LINES**

Sincerely,

*(Student's signature)*

**4 LINES**

Suzanne Smith

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**DIRECTIONS:** Your letter should follow the format and spacing of this sample cover letter. Make sure the date of your letter reflects the date you will bring it to the AIP office. BRING A COPY TO THE AIP OFFICE. PLEASE BE SURE TO PROOFREAD. PAY ATTENTION TO PUNCTUATION AND SIGN YOUR LETTER.

INTERNSHIP AND SUPERVISOR CONTACT INFORMATION

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Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact phone number for your use in scheduling the interview: \_\_\_\_\_

(This number should **NOT** be included on the cover letter)