



## **SAMPLE COVER LETTER: INTERN APPLICATION EMAIL**

Dr. Mr./Ms. \_\_\_\_\_:

I am writing to apply for the internship/co-op position available at \_\_\_\_\_ for Fall 2017 or Spring 2018. I learned of the opportunity through Melinda LaPrade in the CBAT Internship/Co-op Program at ETSU.

I am very interested in gaining experience in my field, and I am looking forward to learning more about your opening. Please review my resume, attached to this message, and reach out to me with any questions you may have. Thank you for your time and attention.

Sincerely,

Student Name

Major: \_\_\_\_\_

Intern Candidate

Email address: \_\_\_\_\_