

# YOUR NAME

Sample  
Inquiry Letter

512 Student Lane  
New Albany, IN  
812-944-1234  
gus@ius.edu

April 8, 20XX

Mr./Ms. Employer  
Employer Inc.  
1234 Project Drive  
Jeffersonville, IN 47130

Dear Mr./Ms. Employer:

I am writing to inquire about an internship possibility for the summer of 20XX. Currently, I am a junior at Indiana University Southeast working toward a Bachelor of Science in Psychology. One of the reasons that I am pursuing a degree in psychology is to make a difference in the lives of youth. While researching your organization I was excited about the counseling and programming services that you offer.

This semester I am taking Cognitive Psychology and Social Psychology and hope to apply what I am learning in my courses to my internship experience. My previous volunteer and employment positions have supplied me with many skills. A few examples of my experiences include:

- Part-time as a hotline assistant for a local intervention center, involving peer counseling for teenagers about personal concerns
- Summer work as a Camp Counselor, which required me to establish rapport with my campers and implement programming

Enclosed is a copy of my resume which provides additional details about my background and experiences. I would like the opportunity to further discuss the possibility of obtaining a voluntary or paid internship experience. You can reach me by phone at (812) 944-1234 or by email at gus@ius.edu.

Sincerely,

YOUR NAME

**NOTE: If you are sending your cover letter electronically, you do not need to include your signature and can simply type your name. If you are handing your application packet to an employer in person, include BOTH your signature and type your name below the signature.**