



Ready to Help You Shine

Ready To Do Good, Inc
123 Terrier Lane
Boston, MA 01234
www.readytodogood.com
123-456-7890

SAMPLE TEMPLATE

Name of Author

Title

E-Mail Address

Date

Dear Selection Committee,

[Introduction - introduce yourself and organization, include name of student, and share a very brief overview of what your organization does]

[2nd paragraph - include an overview of the student's specific internship position, their title, and the student's responsibilities]

[3rd paragraph - include start and end dates of the internship, total number of hours that student will complete, whether the student will be completing hours in-person or virtually, confirm internship is unpaid, name and title of supervisor, confirm if supervisor is a full-time employee]

[Optional Closing]

Sincerely,



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SAMPLE LETTER OF INTENT

Shaquille Sample
Internship Coordinator
ssample@readytodogood.org

March 31, 20xx

Dear Selection Committee,

I am writing today to share information about Sharleen Sample's internship with Ready To Do Good. My name is Shaquille Sample and I am the Internship Coordinator at Ready To Do Good. We are a non-profit organization based out of Boston that supports teen parents with the transition to parenthood. I have been with the organization for 3 years now and love working with interns. We usually have about 4 interns and they support us with everything from development-related work to translation services for clients to helping us plan our December 'Recognition Night' event.

Since Sharleen speaks Spanish, her internship is going to focus primarily on supporting our clients, helping us translate some of our materials, and doing outreach to community partners. As such, she is our Client Services intern for the Summer. We've pivoted to hybrid services, so Sharleen will be able to have a hybrid internship, with some days spent in the office and some spent on her own. We'll spend the first couple days training her and will then give her some space to work on her own. Depending on her preferences, she could be doing outreach events in the community itself, leading online webinars, or a combination of both. We really try to cater our internships to the goals of the student.

Sharleen will be starting on June 8th and will be wrapping up the internship by August 28th. She'll be working about 30 hours per week to earn a total of about 300 hours by the time the internship ends. This is an unpaid internship, so Sharleen is not being paid by us. I'll be her direct supervisor and am a full-time employee, so she can reach me whenever she needs to.

Thank you so much for being able to provide this funding opportunity to Sharleen. I would love to stay in touch so that this opportunity could be an option for future interns.

Warmly,
Shaquille Sample