



Name Surname

Phone number

E-mail

Dear Mr. Smith,

I have been interested in writing for pretty much as long as I can remember. And although my initial passion was creative writing, I have come to realize that it's actually journalism that gives me the professional satisfaction and fulfillment that I need.

I graduated from Westland community college majoring in screenwriting which gave me a pretty solid understanding of writing structure and formed my style. I have been the editor of the college newspaper "Violet Times" for two years. During this time, I've had the opportunity to create some articles of my own, do some editing, manage a team of talented young writers, and generally get a taste of what journalism is all about. Although our newspaper is much smaller than your publication, I feel like I could fit right in with the key skills I've developed so far. Moreover, my background will enable me to pick up on any new skills you might need me to master in no time. This makes me an ideal candidate for the internship you are offering.

I have provided a couple of writing samples for your consideration, and I'm very interested in learning about how I can improve and grow in this capacity.

Looking forward to hearing from you.

Sincerely yours,

Name Surname