

SAMPLE INTERNSHIP COVER LETTER

SU Box 6705
Georgetown, TX 78626

Mr. Neil Hainey
Development Coordinator
Scott and White Memorial Hospital
2401 South 31st
Temple, TX 76508

December 17, 20__

Dear Mr. Hainey:

This letter is in follow-up to our phone conversation of December 10, relative to securing an internship at Baylor Scott and White Hospital. Your name has been highly recommended to me by two professionals in the field, Ms. Sharon Wolf with St. David's in Austin and Ms. Barbara Wagner, formerly with Samaritan Hospital in Phoenix. As a senior at Southwestern University, I am interested in pursuing a career in development. During the past year, I have devoted significant time researching and interviewing professionals in the area of non-profit management. Moreover, I recently completed an internship in the National Visibility Office at my university. Through this opportunity, I gained knowledge in marketing, research and event planning. In addition, I staffed and participated in Southwestern's annual Brown Challenge Phonathon.

This exposure has whetted my appetite for further involvement with an institution such as Scott and White Memorial Hospital. I am eager to dedicate my time and energies to your development office in exchange for the valuable experiences necessary to launch a career in hospital development.

As you requested, I have formulated a description of potential job responsibilities. I understand each development office has its own protocols, and I am willing to function in any of the following areas you deem beneficial to your office:

- participate in the planning, execution and evaluation of special events
- help with stewardship through personal thank you letters and phone calls on behalf of the hospital
- make contacts through patient visits
- give hospital tours to donors
- represent unavailable staff members at meetings
- update the mailing list for potential donors
- assist in clerical support such as check transmittals

I believe an internship at Baylor Scott and White Hospital would be a mutually beneficial endeavor. I appreciate your consideration and anticipate your ideas and feedback regarding this proposal.

Sincerely,

Shellie Simmons