

**Sammy Student**  
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January 1, 2014

Ms. Janice Jones, Project Manager  
Save the Whales  
501 Harborside Drive  
Seaside, CA 94000

Dear Ms. Jones,

Two of your former interns, Mork Alias and Mindy Pseudonym, suggested I contact you about the policy internship at Save the Whales. I spoke with them extensively about their experiences with Save the Whales and have familiarized myself with the goals of your organization and your internship program. I believe your internship program is a great match for my current interests in sea mammal protection, long term career objectives in environmental policy, and proven communication skills.

Currently I am enrolled in the Master's program in Global and International Studies at the University of California Santa Barbara ([www.global.ucsb.edu/magis](http://www.global.ucsb.edu/magis)). As a graduate student I have...

*Make it clear that you know what program you are applying to, the organization, its mission, goals and current initiatives. Explain how your skills, knowledge, education, interests and previous experience apply to their program. What kinds of skills and experience do you bring to their program?*

*any business, administrative and technical skills  
sales, marketing and managerial skills  
ability to communicate complex ideas to a diverse audience (teaching)  
collect, organize, analyze and synthesize data from a variety of sources (research)  
use analytical concepts to make a logical argument supported by relevant data (papers)  
conduct independent empirical research using a range of data collection methods (thesis)  
public presentations that make complex issues accessible to general audiences (conferences)*

*Don't just give them a list of skills and expect them to make sense of it. Create a coherent narrative that explains why it makes sense for you to be interested in their program and for them to be interested in you.*

Please find the attached application and CV. If you have questions about my application or need any further information please don't hesitate to contact me. Thank you for your time and look forward to speaking with you soon.

Sincerely,

Sammy Student  
Enclosure: Curriculum Vitae