

SAMPLE INTERNSHIP LETTER OF INQUIRY FOR INTERNATIONAL STUDENT -  
BUSINESS

2319 Madison Street  
La Crosse, WI 54601

December 10, 20XX

Ms. Amy Berkendahl  
Director of Communications  
AT&T Telecommunications  
7520 Mile High Avenue  
Denver, Colorado 87543

Dear Ms. Berkendahl:

This letter is to request the opportunity for a voluntary internship in marketing, public relations and advertising in your company beginning full time on May 24, 20XX for sixteen weeks.

I am authorized to work in the United States as a participant in the U.S. State Department scholarship program for young leaders from Central Europe and I have a J1 visa.

My enclosed resume highlights my experiences in marketing, public relations and advertising and my extensive academic training as well. I have many skills to offer you during this internship. If you have questions about this program you may contact my internship advisor, Todd Najariu at UW-La Crosse 608-785-85XX or my references.

During the holidays, I will be visiting family and friends in the Denver area and would be available for an interview from January 4-15. I will call you from my Denver phone (303-421-4908) if I do not hear from you before December 28. Thank you for you time and consideration.

Sincerely,

Darieuz M. Tomczyk