

1234, West 67 Street,
Salisbury, MD 00000

Date

Mr. John Xxxxxx
Internship Coordinator
ABC Environmental Research Inc.
257, Park Avenue South,
Annapolis, MD 00000

Dear Mr. Xxxxxx:

I am interested in applying for the scientific research summer internship position that was listed through the Salisbury University Career Services Office. After reviewing the position description, I firmly believe my skills and qualifications could be an asset to your organization as an intern. Also the opportunity to intern at ABC Environmental Research Inc. is a chance that would truly enhance my career and give me exposure to some of the best chemists in the field.

I have a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab at Salisbury University, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Also I was chosen by a SU faculty member to participate in a large water quality study of the Chesapeake Bay. The sponsor of this study was the Chesapeake Bay Foundation and all results were submitted to the MD Department of the Environment.

Last summer, I worked as conservation assistant at Clumber National Park in Talley, WV. My duties included logging data on chemical run-off from a local chemical plant. There were concerns that the run-off from the plant was affecting the wildlife and eco-system of the park. The data I collected was used in a two year study of the park's environment. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I am confident I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

[Signature]

Xxxxx XXXXXXXX