TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Introduction

To Whom It May Concern:

I am writing to introduce myself to you, hoping that you will agree to work with me this year to develop my career goals. I am interested in interning in your workplace to explore career opportunities and learn about career fields. My experience in Community Partnerships Academy has given me good leadership abilities. I have learned how to take full responsibility and challenge myself. I am interested in working with you because I would like an experience.

This year I am a senior in Community Partnerships Academy, completing my college requirements. I am thinking of pursuing a career in **[identify the direction you currently hope to follow as you develop your career interests]**. I know that I like **[explain one thing about your career direction that interests you or connects to your skills]**. I want a career that involves **[describe what you know about the kind of work you want to be doing]**.

One of my strengths is **[identify one of the powers you hope to use in your internship]**. One piece of work of which I am pretty proud is **[describe one part of work you have done that you are pleased]**.

I am hoping to both learn and contribute if you will allow me to intern with you.

Sincerely,

**[Signature]**

**[Your name]**