

Motivation Letter for Internship

Your Address

Date

Receipient Name

Receipient Address

Dear Ms. XYZ:

As a History major at Indiana University, Fort Wayne, I have developed a comprehensive understanding of both federal and state governments. However, I realize that actually working in a political setting is critical in integrating the theory learned in the classroom with the actual daily workings of a government office. It is for this reason that I am hopeful that you will consider me for an internship in the Mayor's office next spring.

I am confident I would be an asset as an intern in your office. I have developed excellent research and writing skills during my three years at IPFW. In addition to the many papers I have written for my classes, I also completed a summer internship with the Fort Wayne Economic Alliance Corp last year. I researched and wrote stories for The Communicator, as well as a number of press releases to announce campus events. My writing skills would be beneficial in writing briefings, research summaries, and correspondence if I am offered an internship with your office.

Sincerely,
ABC