

## Sample Internship Proposal Letter

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Northampton, MA 01063  
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November 12, 2010

Evelyn Doe  
Volunteer Coordinator  
Easter Seals Disability Services  
167 Carew Street  
Springfield, MA 01875

Dear Ms. Doe:

I am a sophomore English major at Smith College interested in interning with Easter Seals Disability Services this January.

I learned about Easter Seals in Western Massachusetts last summer as a counselor at Camp Friendly's in Goshen where I worked with special needs campers. The impact the Easter Seals program had on the children—building both their physical confidence as well as their self-esteem—inspired me to contribute my skills and energy to the organization during the school year. I'm specifically interested in learning how a national non-profit operates at the local level with regard to fundraising and other outreach initiatives.

The attached resume will give you additional information about my background. I will call you next week to discuss the possibility of interning with Easter Seals this January, and I look forward to speaking with you.

Sincerely,

Madison Quinn

← **Note:** If postal mailing, skip four spaces and sign in dark ink.  
If emailing, double-space between closing and name.