

**SAMPLE COVER LETTER**  
**Department of Political Science**  
**Internship Program**

123 D Street  
Boise, ID 83702  
October 4, 200X

Susan D. Bennion  
Senior Research Analyst  
Legislative Services  
State Capitol Building  
Boise, ID 83720

Dear Ms. Bennion:

I am interested in developing a political science internship with the Idaho State Legislature during the summer semester 1999, May 15 through August 15. A copy of my resume and university certification information are enclosed for your review.

As noted on the resume, I have some experience tracking legislation, and extensively researched the 1% Initiative for a research paper I submitted last semester.

I would appreciate the opportunity to speak with you during the week of April 15-19. Currently I can be reached Monday through Friday before 12 noon at (208) 385-0000.

Sincerely,

John Doe

Encl: Resume  
BSU Transcript