

Sample Cover Letter for Summer Internship, Energy and Climate Change

World Resources Institute
10 G Street NE, Suite 800
Washington, DC 20002

Why are you interested in them? Show that you've done your research on position and organization - BRIEFLY

February 20, 2017

Why are you writing?

Dear Hiring Committee,

Why should they be interested in you?

I am writing to apply for the Energy and Climate Change Internship currently posted on World Resources Institute's website. I have been actively following WRI's role in the negotiations leading up to COP-23 and am very interested in supporting this and other programs through this internship. I believe I would bring valuable skills, experience and knowledge to the support of publications, events and other priorities in the Climate, Energy and Transport division.

At Yale School of Forestry & Environmental Studies (F&ES) I am a candidate for a Master of Environmental Management with a focus on Global Climate Change Science and Policy. I have two years of non-profit work experience; excellent interpersonal, communication, computer and internet research skills; and significant event coordination experience.

At _____, I served as administrative support to the Director and excelled at organizing the weekly roundtable program, managing multiple deadlines for grants and publications, and keeping the website up-to-date. As co-leader of _____, I initiated and have been responsible for organizing two semester-long lecture series focusing on climate change and energy policy. I hope to be attending COP-23 as part of a class at F&ES in November, and am very enthusiastic about the possibility of supporting WRI's "Countdown to COP-23" and other projects this summer.

I believe my combination of climate change science knowledge and administrative support experience would make a valuable contribution to the Climate, Energy and Transport division. My resume and a writing sample are included for your review. I would welcome the opportunity to interview for the internship, and look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Reiterate why they should be interested in you and express interest in an interview

F&ES Student

What are the top qualifications you bring vis a vis the job description?

Provide brief examples that illustrate some of your qualifications and connect the dots - How could your qualifications make you a valuable member of their team?