Dear Mr./Mrs./Dr./Title Name (as provided in the match email),

The first paragraph should describe why you selected the internship site, including:

* Briefly express enthusiasm about being matched with them for an interview.
* Application short answer response: Why did you choose this internship site? How will an internship at this site help you explore, confirm, or move toward your career goals?

Body paragraph one should showcase your skills and fit for the position using:

* Application short answer response: Transferable skills are skills you have that can be applied in any new experience or job such as communication, teamwork, attention to detail, etc. Share at least two transferable skills you already have and tell a story about how you used each skill. How will these skills help you in the internship?

Body paragraph two should connect the internship to your goals for after graduation:

* Application short answer response: What are your goals for after graduation? How will this internship program fit into your plan to explore, confirm, or reach your goals?

The last paragraph should quickly wrap-up your letter with the following:

* Reiterate your enthusiasm for the position and say you look forward to meeting.
* Thank them for their time and consideration.

Sincerely,

Your name

Contact information