**Writing a Letter of Interest**

*Want to apply for an internship or position at a certain company, but no openings are posted? Write a letter of interest to inquire about opportunities!*

**Formatting**

Cover letters and letters of interest are similar in structure:

* **Paragraph 1**:  Explain who you are and why you are writing.
* **Paragraph 2**:  Discuss how your skills and interests relate to the employer. Customize the skills you include to fit the position you are applying for. Connect the letter to your resume (especially when using key words!), but do not reuse all of the information.
* Use brief, concrete examples to show how you will be an asset to them.
* Highlight your work and volunteer experience, school activities, etc.
* **Paragraph 3**:  *Conclusion*. Let the reader know about any attachments to your letter (i.e. your resume). Ask them for an interview! Whether you plan to be close by in the next couple of weeks or will follow up with them at a later date, let them know when! Or just request an interview, such as by stating “I look forward to discussing my qualifications further in an interview.” Thank them for their consideration in reading your letter and attached documents, as well as for a position you are requesting with them. Offer your contact information again at the end of the concluding paragraph.

**General Tips**

* If possible, keep the letter to **one page**.
* **Keep your writing simple.**  Avoid run-on sentences and passive voice.
* **Avoid clichés, flowery adjectives, and everyday phrases** (i.e. "*At the end of the day*, you need to show that you can *think outside the box*." These are not part of formal writing, and will seem too casual to someone that does not know you yet.
* **Show a real interest in the employer**.  Do your research, but don’t just repeat material you read on their website.

*Make an appointment to* ***have your draft reviewed*** *by the*

*Student Career Development staff!*

**Student Career Development**

Shawnee State University

Business Administration Building, Room 036

PeerCareer@shawnee.edu

(740) 351-3027

*Letter of Interest Sample - Internship*

Shawn E. Bear

940 Second Street

Portsmouth, Ohio 45662

(740) 351-3784

Shawn.Bear@gmail.com

December 14, 2015

Ms. Jane Doe

Director of Operations

Outward Bound Ohio

123 Mills Lane

Chillecothe, Ohio 45601

Dear Ms. Doe,

I am a student at Shawnee State University completing my junior year, and am seeking an internship working with school age youth in an outdoor setting. I am studying Sociology with a concentration in Social Work, and have a strong interest and experience working outdoors. I learned about the Outward Bound program for grieving teens from one of my professors, and after conducting my own Internet research, would like to inquire about possible internship or summer job possibilities.

My background and coursework have equipped me with a foundation for working with adolescents, and provided me with many skills that are a good fit for your program. For example, I worked as a Crisis Center hotline assistant at a local intervention center. This experience allowed me to counsel teenagers about their concerns and refer them, when necessary, to the appropriate professional services for additional help offered by the center. I have been active at the university as a resident assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants per event. I also have extensive camping, hiking, and canoeing experience, which I feel would be beneficial for the program.

I will be in the Chillicothe area during my Spring break, March 2 - March 9, and plan to contact you at that time to inquire about meeting with you to discuss your program further. I appreciate you reading my letter and enclosed resume, and for your consideration for this opportunity.

Sincerely,

Shawn E. Bear

*Letter of Interest Sample - Employment*

Shawn E. Bear

940 Second Street

Portsmouth, Ohio 45662

(740) 351-3784

Shawn.Bear@gmail.com

December 14, 2015

Mr. John Smith

President, Plastics Division

Engineer Pros, Inc.

123 Mills Lane

Columbus, Ohio 43204

Dear Mr. Smith,

I learned of your company through Shawnee State University’s Career Development office, and I visited your website to learn more about your business and projects. In May 2015 I will graduate with a Bachelor of Science in Plastics Engineering and would be interested in a tooling engineering position with Engineer Pros.

As a student assistant in the plastics lab at the university, I am one of three members on a development team where we are designing extrusion tooling, punches, and other fixtures for the city of Portsmouth, Ohio. My responsibilities include designing and testing the tooling, which involved cost analysis and environmental impact. I have a strong background in computer assisted design (CAD) and manufacturing process analysis, and am able to produce drawings from sketches, existing drawings, and electronic images. I believe these skills would benefit the designing and manufacturing aspects of your department.

I am very interested in working for Engineer Pros, and would like the opportunity to discuss a position with you. Enclosed is my resume which further outlines my qualifications. I will contact you in ten days to answer any questions you have and to see if you need any other information from me. Thank you for your time and consideration.

Sincerely,

Shawn E. Bear