

Application for Summer Internship in Social Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the summer internship position in social services at [Organization's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in the field of social services.

Through my coursework and volunteer experiences at [mention any relevant experiences], I have developed a strong foundation in [mention relevant skills or knowledge]. I am particularly interested in [specific area of interest related to social services], and I believe that interning at [Organization's Name] would provide me with invaluable insights and experience that will contribute to my career goals.

I am passionate about making a positive impact in the community, and I am excited about the opportunity to work alongside experienced professionals in your organization. I am a diligent worker, a quick learner, and I am committed to contributing positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further and to learn more about the impactful work being done at [Organization's Name]. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]