

YOUR NAME HERE

Address line 1
City, State/Province Postal Code
Phone Number

February 5, 2008

Potential Internship Host Contact (Make sure to SPELL the name correctly. If you don't know the name, figure out and write the position of the person you want to contact. E.g.: Education coordinator)

Host Organization

Address line 1

City, State/Province Postal Code

Dear Mr. or Ms. _____ (choose one, not both, if you know the name of the contact. If not, write "To whom it may concern", or "Dear Sir or Madam" It's best to try and find the name of someone if you can, that makes follow up easier.)

I am currently a first/second/third/fourth/graduate year performance/music education/music theory/etc student at the Eastman School of Music in Rochester, NY. I am writing to find out if you offer any internships for university students like me, who hope to learn more about the field of arts education/recording arts/alumni relations/public relations/etc. At this time, I'm hoping to be an intern for the next academic year/summer <insert year(s)>

Currently, I'm enrolled in a unique program at Eastman called the Arts Leadership Program (ALP), which aims to shape traditional music students into becoming leaders in a growing and ever-changing musical world. For more information feel free to visit <http://www.esm.rochester.edu/iml/alp/> or read through the ALP pamphlet attached to this letter. <include this last part only if you're sending the letter through the mail>

Part of the requirement for this program is to complete an internship with an organization or company that is representative of the ALP goals. Students generally choose internships based on their interests or experience in a particular field of the music business. I believe that interning in the <insert name of department> of the <insert name of the host organization> would be a wonderful experience for me because <insert some sort of compliment to the organization>, and I'm greatly interested in <name your interests, which should be in the same general category as the organization you're applying for>. In addition, the Arts Leadership Program will assist the host organization in funding the internship, on an amount agreed between the ALP, the host organization, and the intern.

If you do not have any pre-established internships, would it be possible for us to discuss the matter further? Perhaps we can work something out so that you can benefit from my skills and experiences, as much as I can learn from yours. Attached to this letter <or e-mail> is a copy of my résumé. <attach résumé to your e-mail, or staple to the letter if you're mailing it> If you do not think an internship is possible at this time, do you have any suggestions as to where else I might look?

If you have any questions at all, please do not hesitate to contact me by phone, <insert phone number> or e-mail <insert e-mail address>. You may also speak to the ALP operations manager directly if you wish, at <insert Leslie's number and e-mail>. Thank you so much for your time and consideration!

Sincerely,

<Your Name Here>