

NYAP COVER LETTER EXAMPLES

Most (but not all) prospective internship supervisors require a cover letter and resume.

Successful cover letters:

- express knowledge of enthusiasm for the organization's mission and reputation.
- give specific examples of the initiatives you've taken to move toward your goals in your education and future career.
- outline both the hard skills and personal characteristics you offer.
- mention the fact that you are a student receiving academic credit for the internship, and providing time frame of your availability;

Here are some basic examples to consider as templates representing internships requiring different levels of skill and experience:

Example 1: A *boilerplate* template

Example 2: A student pursuing an internship outside of their major, applying for a general internship

Example 3: A student advanced in their major, pursuing a specific skilled internship within the organization.

Example 4: A student with limited work experience wanting to work within their major:

Example 5: An Advanced Student with considerable work experience:

EXAMPLE 1: Basic Template

Dear

I am writing to request your consideration for a marketing internship position with Dance NYC during this spring. Next semester I will be studying off campus as a participant in the NY Arts Program ([hyperlink](#)) from Sept X through December X where I will receive academic credit for my internship, seminars and an independent project. The internship will be the centerpiece of the experience.

I am a first semester junior majoring in Communications at X College and I am seeking opportunities to combine my focus on marketing with my passion for modern dance. The prospect of working with DANCE NYC is very exciting to me because the strength of your programming, and the quality of your outreach to audiences.

In addition to relevant course work in marketing, I have acquired practical experience in on and off campus jobs. I manage social media for our guest artist program, and designed print and digital marketing materials for our student modern dance troupe. Last summer I worked at the York summer theatre as part of a small team that managed marketing and advertising. I was tasked with designing and tracking social media outreach to attract younger audiences. I also created social events that were successful in attracting teens and young adults to our productions.

If given the opportunity to intern with Dance NY I think you will find me to be a resourceful and dedicated worker with a genuine enthusiasm for the job of growing audiences for dance. New York Arts provides me with a flexible schedule and as of now I am free *during all weekdays*. *I've attached my resume and I'd be happy to provide you more information, or to schedule* an interview by phone or video

I look forward to an opportunity to discuss this further with you. Thank you.

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Similar format:

EXAMPLE 2: A student who wants to work outside of their major: - applying for a general internship

Dear,

I am writing to request your consideration for an internship position with The Independent Film Project during this spring. I will be studying off campus as a participant in the NY Arts Program (hyperlink) where I will receive academic credit for my internship, seminars and an independent project. The internship will be the centerpiece of the experience.

I am currently a junior at X College where I major in Anthropology. Documentary film has played a prominent role in my studies, and understanding how our perceptions can be shaped by this material has led to my interest in the form. I aspire to a career as documentary a filmmaker. Though I'm not a film major, I have taken all the production, history and theory courses available to me. I have also crewed on two student productions and helped organize our college's first documentary short film festival. These experiences have given me a grounding I will continue to build upon. IFP's dedication to promoting the art of documentary film is very exciting to me. Working in any capacity at your organization would give me a chance to hone my technical and organizational skills in a professional setting.

If given this opportunity you will find that I am by nature and training highly organized and responsible. I am eager to learn and eager to support the goals of IFP..., etc.

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EXAMPLE 3: A student advanced in their major, pursuing a specific internship within the organization.

Dear,

I am a senior in the Moving Image Arts department at the X University I have been accepted into the New York Arts Program and I am looking for a challenging internship that will advance my abilities in the final semester of my undergraduate education. My faculty advisor with the program, (NAME), said that she had spoken to you about the possibility of interviewing in January for a winter/spring internship position. I am very interested in the mission and values of your company, and it would be an honor to meet with you. The values of aesthetic attention and strong customer service are principles that I hold dear, and your company seems to be in abundance of both.

I would respectfully like to apply for your Technical Internship. I believe that I could be a creative and productive addition to your team. The film program that I attended gave me a well-rounded education on the process of filmmaking--screenwriting, cinematography and editing classes were all requisite.

I have a working knowledge of several cameras, ranging from the Panaflex 35 mm film to Canon DSLR's. I am also familiar with standard sound, camera and grip equipment from working in the office that distributed those resources to students. Through that position I gained knowledge of how to professionally organize and handle equipment, and also a physical stamina for carrying heavy objects.

Although the program I attended did not offer concentrations, my greatest interests were in cinematography and set design. I am very interested in how these two elements contribute to online marketing videos, specifically for fashion designers. I have focused on making short student films that have exercised my skills in these departments, and also in the realm of creative editing. I am proficient in Final Cut 7 and the previous version of Avid Media Composer.

I understand the worth of being positive and kind, particularly when operating as a member of a team. Passion, honesty and integrity are tenements that I strive to apply to my professional life every day. From what I have researched, it appears to me that the members of your company are like-minded.

I hope that you will consider me as a candidate for your Technical Internship. Thank you for your time and attention. I look forward to meeting with you and learning more about the work that

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EXAMPLE 4: A student with limited work experience pursuing work within their major:

Dear Internship Coordinator,

I'm writing this letter to express my interest in the position of intern graphic/web designer in LMCC for Fall, 201x It would give me immense pleasure to work as an intern at LMCC. I have been accepted into the New York Arts Program—a semester-long program for art students from around the world, to work in New York City. I will be in New York from September 4-December 12 and will be available to intern 4 days a week (except Wednesdays). The students in my program work for credit, without pay.

I have already done three years of art courses focusing on digital media at Allegheny College, fulfilling all of the qualifications that are listed for the Digital Media internship. I have also had an internship at Culture Communication Co., Ltd in China last summer, where I had the chance to successfully put my classroom knowledge to real-life projects and gain a basic understanding of the flow of post-production work.

This internship at LMCC is of particular interest to me because of my personal interest in art, design and community. The opportunity to work at LMCC as an intern, would help me to further my knowledge of graphic design, all the while gaining a better understanding of the contemporary arts in New York City. I would love the opportunity to interview. I look forward to hearing from you.

EXAMPLE 5: An Advanced Student with considerable work/leadership experience:

Dear

I am writing for your consideration to intern with the Education Department at the Metropolitan Museum of Art for the fall semester. I have been accepted into the New York Arts Program, which begins September 5 and runs 15 weeks, through December 13. The opportunity to work at the Met would give me the chance to be a part of an institution that I have deeply admired, and allow me to expand the skills that I have previously acquired through my work in smaller museum, gallery and non-profit arts organizations in Texas and Indiana.

My past experiences have prepared me well for a variety of educational, development and administrative duties. As a visual display volunteer for the Putnam County Public Library in Greencastle, Indiana, I help serve the needs of patrons by managing the library materials and resources, creating educational, visual displays highlighting various monthly topics, and helping to facilitate events hosted through the library. In 2012, I spearheaded a monthly, volunteer-based program, known as jumpstART, which focuses on educating and connecting students (grades 1-5) to different types of art. These programs have given me the prospect to work with a diverse staff of both students and administrators, and have enhanced my experience with individuals at a variety of age groups and socio-economic backgrounds.

In addition to garnering the social skills needed to work in an organization such as the Met, my past experience has also given me the opportunity to work independently, conducting valuable research for a national survey. As an intern at the Tippecanoe Arts Federation, I gathered data on arts and culture in the local community that not only measured the health and vitality of the arts within Tippecanoe County, but was ultimately used as part of an analysis of arts and culture in 120 American counties.

As a Studio Exhibitions and Education intern for San Antonio Artpace, I was able to assist with the install and subsequent interpretation of the Artpace 2013 Hudson(Show) Room exhibitions, *Transitios* and the 2013 Window Works Exhibition featuring artist, Leigh Anne Lester. I also researched and refreshed the educational site visit PowerPoint presentations of past and present artists that have shown in Artpace's gallery space.

I believe that my experience in the non-profit art world, combined with my background and education in art history and studio art, give me a great back ground to begin an internship in the education department at the Metropolitan Museum. I admire the contribution that the Metropolitan Museum of Art makes to nurture civil art education, and I would be honored to serve such an organization.