

## 2024 Updated Instructions for writing a cover letter for Oakton's Internship Program

**“Who am I writing this cover letter for? Oakton or an employer? And do I have to write about a specific internship I want?”**

**Great questions! There are two different pathways! Choose one of the following:**

1. If you are not sure which internship you want to apply for from our list of opportunities, you're not interested in the current internships listed under your field of interest, or you simply do not see any opportunities under your field(s) of interest (E.g., Marketing/Business), then please address your cover letter to the Work-Based Learning Navigators (Mx. Radmacher and Mr. Anderson) and talk about applying for our internship program to do an internship in your specific field(s) of interest/major.
2. But, if you know specifically which of our open opportunities you want to apply for, you may skip writing a cover letter to our internship program, but instead focus on writing a simple cover letter to the employer of the position you are interested in. When you send your draft cover letter and resume to [internships@oakton.edu](mailto:internships@oakton.edu), one of the Navigators can share with you the hiring contact person's full name/pronouns so you can address the letter to them.

### **The general directions for all cover letters:**

Use a formal, business letter style:

- 11 or 12 point font in a basic font, such as Cambria, Arial, or Times New Roman
- Align Left (Ctrl +L)
- Single-spaced lines and paragraphs
- 1" margins
- For internships & entry-level positions, cover letters should be kept to two-thirds of page.
- **ALWAYS convert to PDF** before you send it to the internship program or any employer in the future! You can convert to PDF from both Google Docs and Microsoft Word.
- **ALWAYS include your phone number and email address on your cover letter, either in the final paragraph, below your name at the bottom, or across the tops of the letter if you repeat the style on your resume.**

If you would like more assistance with writing cover letters for specific internships or jobs, a great resource is the “Cover Letter Workbook” that Oakton's Career and Transfer Center created. [Here is the link to their page](#) where you can find that workbook, a resume writing workbook, and information regarding the different services that CTC can provide.

*General Format for pathway 1 or 2*

---

Date

Christina Radmacher  
 Internship Program  
 Oakton College  
 1600 East Golf Road  
 Des Plaines, IL 60016

Dear Mx. Radmacher:

Paragraph 1: Brief Introduction. Express interest in applying to Oakton’s Internship program (NOT a specific position or company). Mention your major or field of study. This paragraph should be 2-4 sentences long.

Paragraph 2: “Sell yourself”. Tell the reader about the classroom and practical experiences you have that would make you a good intern or that have prepared you for this type of position. You could also mention why you are interested in the internship program. This might take 2 paragraphs (each paragraph should be 3-5 sentences long).

Paragraph 3: Conclusion. Include 1 sentence that ties everything together, invite the reader to contact you at your email (include email address) or via phone (and list cell number). Thank the reader for their time. This paragraph should be 2-4 sentences long.

Sincerely,

Your Name:

If you don’t go by your legal first name, you can write your legal first name then put quotation marks on either side of your nickname/the name you want the employer to call you and then put your last name(s). For example, Terrance “Terry” Pippen.

You can also list your pronouns underneath: she, her, hers or he/they or she/they or he, him, his or they, them, their

**Sample Cover letters on the next page:** If you are writing this for pathway 1, our internship program, you may use this as a template but revise it to be specific to you, your experience, and your field of interest, of course. Please do not submit to the program until you have run your cover letter through Spell Check on Word or

July 22, 2024

Christina Radmacher  
Internship Program  
Oakton Community College  
1600 East Golf Road  
Des Plaines, IL 60016

Dear Ms. Radmacher:

I am very interested in applying to Oakton's Internship Program. I am an accounting major planning to graduate Oakton in spring 2025. I am seeking to complement my classroom education with an internship in order to acquire the background necessary for a future career as a Tax Accountant.

I believe that I would be an asset to your program. My experience in sales and customer service, combined with my coursework, has convinced me that accounting is the career I would like to explore. I have office experience from my current job as an assistant in the Math Department. Over the past 6 months, my duties have included basic office duties and working with Microsoft Word, PowerPoint, and Excel to assist in preparing department class presentations. My great work ethic, attention to detail, and my respect for confidentiality will make me a great candidate for any accounting internship positions.

This internship would provide me with the ideal opportunity to assist at your organization and to expand my accounting skills. I have enclosed my resume for your review. I very much appreciate your time and consideration, and I hope to hear from you in the near future. You can reach me at (555) 555-5555 or at something@something.com.

Sincerely,

Lucia "Lucy" Kooman

she/they

July 22, 2024

Christina Radmacher  
Internship Program  
Oakton Community College  
1600 East Golf Road  
Des Plaines, IL 60016

Dear Ms. Radmacher:

I am writing to apply to the internship program at Oakton College. I am currently studying Chemistry and Biology and am looking for an internship position to assist me as I prepare for graduate school and for a future career in scientific research.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions, and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as conservation assistant at Clumber National Park. I believe that with the variety of my experiences I will be able to

My education and my practical experiences have made me an excellent candidate for an internship position. Please feel free to contact me if you would like to discuss my qualifications or experiences further. You can reach me at (555) 555-5555 or at [something@something.com](mailto:something@something.com).

Thank you for your consideration.

Sincerely,

Vanessa "Nessa" Nguyen  
She, her, hers

*Example for pathway 2: Create a draft cover letter for a specific internship position you see listed.*

July 22, 2024

Sharleeta Smith  
Financial Securities ABC  
555 W Thingambob Ave  
Des Plaines, IL 60016

Dear Ms. Smith:

I am very exciting about applying for a summer Finance Intern position through Financial Securities ABC, since the qualifications and learning opportunities directly match my educational experience, interest, and skills.

I am currently studying business with a concentration in finance. Throughout my college career, I have excelled in all of my finance courses and my professors have recommended that I serve as a tutor for students requiring assistance with class assignments. My courses have provided me with a strong background in the methodologies required for successfully analyzing and synthesizing important financial information and in preparing documentation to assist management when making critical business decisions. I am a quick learner and enjoy the challenges of doing comparative, quantitative, and cash-flow analysis. Additionally, I have some experience in portfolio and asset management that will help me have a starting base for those responsibilities of the internship. I will be taking a course this summer on financial modeling and asset valuation, and I believe that will help me be able to comprehend that aspect of the training in this internship.

In addition to my relevant coursework, my internship this past spring with Merrill Lynch provided me with a great opportunity to use my knowledge and skills and apply them to the real world. I very much enjoyed assisting customers with their financial decision - making and I found that my excellent interpersonal skills served me well when dealing with challenging clients. I was invited to return this summer as an intern but I am especially excited to seek out new challenges, as I feel that this opportunity would provide me with additional knowledge and skills that will add to my abilities to positively serve clients in the field.

Thank you for your time and interest, and I look forward to hearing from you. You can reach me at (555) 555-5555 or at something@something.com.

Sincerely,

Lamar Jones