**General Student**

123-123-1234 | youremail@email.com

January 5, 20XX

Taylor Brown

Director of Communications

The San Diego History Center

1649 El Prado

San Diego, CA 92101

Dear Director Brown:

I am writing to express my interest in the Event Planning internship at the San Diego History Center advertised on your Careers website. I am currently studying at United States University and will graduate in Month 20XX with a Bachelor of Arts in Management, concentrating in Business Intelligence. My commitment to maintaining local and regional history makes this opportunity particularly appealing to me.

Through my coursework, leadership, and previous internship and employment experiences, I have developed skills that make me an excellent candidate for this position. In my internship at the Make-a-Wish Foundation, I was able to plan a yearly fundraising banquet for 200 patrons. This experience helped me develop my organizational skills and learn the steps involved with planning large events. During my time with Sigma Delta Tau as the Marketing Committee Chair, I have exhibited calm leadership skills in times of crisis and chaos when unexpected events render our plans useless. I’ve gained a deep understanding of organizational voice, the importance of maintaining historical knowledge of an organization, and the necessity for clear and direct communication among large groups of individuals working toward a common goal.

Growing up in San Diego, I have enjoyed numerous exhibitions and events at the History Center. Participating in an internship with the Center would allow me to give back to an organization I have grown to admire and to see as the ultimate source of historical information for my hometown region. Given my event planning experiences, ability to work well in a team environment or independently, and my desire to see the San Diego Historical Society continue to grow and prosper, I believe myself to be a promising candidate.

I would appreciate the opportunity to further discuss the internship with you, and can be reached at 123-123-1234 or by email at youremail@email.com. Thank you for your time and consideration.

Sincerely,

Your Name