

Letter Requesting Internship

1234 - 12th Street North
St. Cloud, MN 56301
August 26, 2002

(Faculty Member's Name)
St. Cloud State University
Department of Criminal Justice
720 South 4th Avenue
St. Cloud, MN 56301-4498

Dear (faculty member's name):

I am requesting to participate in the Criminal Justice Internship Program. I have been accepted as an intern during _____ term with the _____. This is a ___ credit internship which will consist of ___ total hours learning experience. I will be working ___ hours per week for ___ weeks. The internship will begin on _____ 200__ and conclude on _____ 200__.

My internship supervisor is _____. His/her phone number is _____. His/her address at the _____ is _____.

My address during the internship will be _____. I can be reached at _____ (phone #). My e-mail address is _____.

I believe working with the _____ will be a very valuable experience. From this experience, I hope to gain a general working knowledge of _____. Specifically, I would like to learn the different roles and functions of _____.

Sincerely,

Jane Doe