**Your Name**

{123 Your Street}

{Your City, ST 12345}

{Email@example.com}

{Todays Date}

Dear RI Clean Energy Internship Employers,

{**Why are you interested** in the Clean Energy Internship Program?} You can state your major here, your year of study, how you heard about the RI Clean Energy Internship Program, and why you’re interested in participating. Are you passionate about the clean energy transition? If you have any other work experience in this field, make sure you include it this letter. If this is your first internship, or you’re a first or second-year student with limited experience, speak to your ambition to get started in this field early. [**NOTE: make sure to delete the prompts from this template and SAVE AS A PDF once you’re done writing! This template has a header that might appear invisible in word document form if you're using the online version of Microsoft Word.**]

{What skills, experience, or knowledge **can you apply** to this program?} Are you a good writer? Are you a good communicator? Do you have experience working with datasets? Marketing our outreach experience? Use this paragraph to speak to your strengths and life skills. Do you have any special certifications, or projects/research related to clean energy that you’ve worked on? Do you have data/analytical skills? What can you bring to the table for this clean energy company? If you’ve done any other fellowship programs, trade programs, high school CTE programs etc., or college classes, it’d be great to mention that here too.

{What skills, experience, or knowledge **do you hope to gain** from this program?} Note the difference in green text from paragraph 2 to paragraph 3. What do you bring to the table, and what do you hope to gain if you are hired? This template is merely a rough outline of things to include, so feel free to get creative about how you structure this letter. The goal is to put your best foot forward! **NOTE: it’s a good practice to name your resume AND cover letter files with your First AND last name (i.e. John Smith Cover Letter) before uploading to the internship portal.** That way when employers are downloading resumes and cover letters, your file name identifies you.

Sincerely,

**{Your Name}**