

Sample Cover Letter Inquiring About Summer Internship

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Mr. Franklin Davis
Associate Editor
The New York Times
620 Eighth Avenue
New York, NY 10036

Dear Mr. Davis:

I am writing to you because of my strong interest in working as a summer correspondent for your paper, specifically at the Tokyo bureau. As a Japanese journalist with fluent written and spoken English, I have been fascinated by the excellent and expanding coverage of Japan by your Tokyo-based American correspondents. I know firsthand how difficult it is to report in a foreign country. As a native who has observed Japan from both inside and outside the country, I feel that I could enhance your coverage of Japan.

The first paragraph should also say what you're doing now. It is a good idea to note familiarity with the organization.

As you can see from my resume, after more than five years with *The Japan Times*, Japan's highest circulation English-language newspaper, I spent a year as a mid-career fellow at Columbia University's School of Journalism. Currently, I am studying international affairs at Columbia, where I expect to receive a master's degree next spring. My last beat in Japan was defense, but I have experience covering a variety of other topics, including European politics and Japan-U.S. trade relations. You may find that *The Japan Times* writing and reporting style is different than yours, but I am sure I can adjust without difficulty. Enclosed are some of my clips.

Explain how this is relevant to the job.

This is an important concern, but phrase it positively, stressing your familiarity with both styles of writing.

I am not sure if you recall, but I met you twice at job fairs within the past year. I was then looking for a temporary position for the summer. During our brief conversation, you mentioned that it may be difficult for you to hire me in New York because of my citizenship status, but you noted that there was a possibility of employment at the Tokyo bureau. In order to explore these potential opportunities, I will call you within the next two weeks.

Good reminder of previous meetings.

In the meantime, please feel free to contact me at (212) 864-3771. I hope to start working sometime next summer. Thank you very much for your consideration.

Sincerely,

Yuko Shiotani