

This is a start point for students, modify in order to make it fit your target personally.

April 1, 20XX

Dear Cynthia Fox, Creative Director, XYZ Designs,

(introduce yourself, and clearly state the purpose of your letter)

My name is Robert Smith, and I am writing to inquire about a possible internship with XYZ Designs. I am in the sixth quarter of the graphic design program at Spokane Falls Community College, and expect to receive my AAS in Graphic Design in June, 2017.

(explain why you would like to intern with them)

I am especially interested in interning with XYZ Designs because of the range of print, web, and multimedia design services you offer your clients, and the opportunity to experience the work environment and collaborations a smaller, entrepreneurial firm has to offer.

(explain your strengths, and how they relate to the position you are applying to)

As a student in the SFCC graphic design program, I have developed strong design, typography and page layout skills, in addition to a solid base of HTML, CSS and Photoshop knowledge. I am eager to gain hands-on experience in the field before I graduate in June.

(strengths continued, and express a willingness to learn)

I am competent with the Adobe Creative Cloud, and feel my strengths are in print and front end web design. I don't have much experience yet with SEO and social media marketing, but am interested in expanding those skills.

(closing, request for further contact, possible interview)

Attached please find a pdf resume and digital portfolio (or offer the portfolio url). Should you wish to meet and discuss my qualifications further, I can be contacted at 509-000-000, or at robert.smith@someemail.com. Thank you for your time and consideration. I will be contacting your office next week to follow up with the possibility of an internship.

Sincerely,

Robert Smith  
Graphic Designer