

SAMPLE

Format for Letter of Interest for Springfield Water and Sewer Commission Pipeline Program

Your name
Your address
Your address

Date

Springfield Water and Sewer Commission
P.O. Box 995
Springfield, MA 01101

Dear Springfield Water and Sewer Commission:

Body of letter – approximately 3 paragraphs – consider addressing:

- Why are you interested in being a part of the Pipeline Program this summer?
- What do you hope to gain from this experience?
- How will this internship support your college and/or career goals?
- Other interests, skills, or experience that make you a good candidate

Sincerely (or other sign-off),

Your name (typed and/or signed)