

**SAMPLE LETTER OF INTRODUCTION
INQUIRING ABOUT CJ INTERNSHIP OPPORTUNITIES**

Date

Your Name, Address & E-Mail Address

Formal Agency Name

Agency Address

Agency City, State & Zip Code

Dear (Insert the name of the agency head if you do not have a specific person you have been told to write to). Do not use their FIRST name, only Mr., Ms. or their title., e.g. Dear Director Smith).

I am presently a criminal justice major at Mansfield University of Pennsylvania, and am interested in undertaking an internship at your agency from ...

The reason I am interested in taking an internship at your agency is because...

Enclosed is a copy of my resume. Please do not hesitate to contact any of my references or my Mansfield University Criminal Justice faculty advisor, who is receiving a copy of this correspondence.

Finally, please do not hesitate to contact me at the above address or contact numbers if you have any questions of me or my background.

Sincerely,

Leave 3 blank spaces here, and sign your name in ink– and make it legible. ☺

John Doe

cc: Scott Thornsley, Ph.D., Associate Professor & Chair
Department of Criminal Justice Administration
Mansfield University of PA