

Cover Letter Sample for an Application to Intern at the U.S. Congress

Dear Sir/Madam:

A few days ago, I read that Rep. Francisco introduced a bill to prevent LGBTQ+ discrimination on college campuses. As a sexual minority, I was very happy to hear this because, although I am lucky to attend a progressive college, I know that there are many educational institutes where minorities like myself are treated unfairly. Rep. Francisco has been a trailblazer in fighting for equality and public education, and I would be honored to intern with your Washington, D.C. office.

I believe that my experiences closely match this internship position. I have a keen understanding of the Congressional policy process, having recently graduated in Political Science from Stanford University with a 3.64 GPA and as a member of the National Honors Society. I have strong communication skills from working on constituent outreach for the Leadership Council, where I phoned partner groups and elected representatives and organized leadership travel. In addition, I am well-suited for a fast-paced environment, having interned at the USAID, where I researched and wrote policy-related memos. In fact, while interning at the USAID, I was also able to manage earning As in my coursework, virtually interning with a human rights nonprofit, and researching policy in coordination with the National Labs, which attests to my abilities to multitask. Furthermore, I am an expert at Microsoft Office, including PowerPoint presentations and Excel spreadsheets. I am comfortable assisting constituents, as I am culturally-sensitive and can speak three other languages. And I am flexible to a variety of projects, always eager to help out staff as needed.

I am very fascinated with Rep. Francisco's work and hope to join your team because I believe that I will be able to make a positive difference to the 50th District of Massachusetts. Additionally, my strong interests in improving education – I have volunteered with several education and youth organizations – reflects Rep. Francisco's own policies.

I believe that my passion for this field and my experiences will allow me to succeed as an intern with your office. I can work approximately two to three days per week, from August 15 to December 15. Thank you for your time and I hope to have the opportunity.

Regards,
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