



Sample Letter of Inquiry for an Internship

James Fox
Fox@CrazyLaneExpeditions.com

Dear Mr. Fox,

I found your name and the name of Crazy Lane Expeditions on the Internet when I was researching agencies specializing in unusual travel arrangements. Your trips to Patagonia sound fantastic.

As a sophomore at Northeastern University, majoring in anthropology, I am exploring possibilities for summer internships. I would love to find one that involves travel — specifically travel combined with outdoor adventure. Hiking, mountaineering, biking, rafting and kayaking are strong interests of mine. I have led school and scouting groups during school and summer vacations for the past two years, and would love to participate in the leadership of outdoor trips for any age group this summer. On most of the trips I have worked on, I was working also with local guides.

I believe I could play a part on one of your summer trips, and I would really appreciate the chance to talk with you about this possibility. I am enclosing my resume so that you will have a sense of my background and skills. I will call you next Friday afternoon to follow up. If that time is not convenient, could you please e-mail me some times that would work better for you.

Thank you in advance for your attention.

Sincerely yours,

Suzanne Carolina