



Letter of Inquiry

Creating Your Own Opportunities

Finding an internship that really fits your interests often requires some out of the box thinking and proactive behavior. You don't have to wait for the perfect internship to appear on a job portal or an organization's website, instead you can approach a potential internship host organization to propose your own internship. This process often starts with an internship inquiry email that is basically a shorter version of a cover letter and in which you express your interest in contributing to the organization's work. It's important to briefly include the reasons the organization appeals to you and how your skills, knowledge and experience fit with their organizational profile.

On the following pages you'll find two sample letters of inquiry; the first intended for those students who have an experiential learning component as part of their curriculum requirements and the second for those students who do not have an experiential learning requirement. Remember, before sending a letter of inquiry be sure to thoroughly research the organization and check if there is already information about internships available on the organization's website.

Sample Letter of Inquiry
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Sample Letter of Inquiry
(for students **without** experiential learning requirement) – [Page 3](#)

Sample letter for students **with** experiential learning requirement

Johannes Lindner

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November 26, 2021

Friends of the Earth Europe
Mundo-b building,
Rue d-Edimbourg 26,
1050 Brussels, Belgium

Re: Internship Inquiry (April – July 2022)

Dear Friends of the Earth Europe,

I am writing to inquire about the possibility of an internship with Friends of the Earth Europe. As a student on the Culture, Politics and Society (CPS) undergraduate program at Central European University in Vienna, Austria with a focus on Environmental Studies, I am required by my academic program to complete an experiential learning requirement during the spring of my second year of studies. I would like to use this opportunity to gain experience conducting policy research and assisting with campaign and outreach efforts within a large, international, grassroots environmental organization. I would be honored to contribute to the Europe-wide campaign and advocacy efforts around justice-based climate action that Friends of the Earth Europe coordinates.

My interest in the environment and climate issues dates to my activity as a member of the Model United Nations (MUN) Club at my high school in Vienna, Austria. In 2018, I served as a delegate for Guatemala at the MUN: Conference on Environment and Sustainable Development. This meant conducting research to understand and represent Guatemala's agricultural concerns in relation to SDG2. This is when I first became aware of the power imbalance and inequalities that characterize the relationship between countries that are heavy consumers of resources and poorer, lower-consuming countries. Since then, it has been my mission to learn everything possible about resource and climate injustice with the hopes of one day contributing to a more equitable and sustainable global future.

Whenever possible, I tailor my academic assignments to include a focus on climate issues and climate change, and my extracurricular activities and activism also reflect this commitment. As a founding member of the CEU Debate Club, I frequently conduct targeted, policy-focused research and practice persuasive communication. In summer 2021, as a public affairs intern for the Humanitarian Academy for Development London, I further developed my research skills by compiling weekly policy reports based on information shared by governmental departments. Additionally, material I drafted was incorporated into a course on report writing offered remotely to humanitarian professionals working in Syria and Iraq.

Thank you for considering this inquiry. I am motivated to use the skills and knowledge I have acquired thus far to contribute to Friends of the Earth's policy research and advocacy in a meaningful way. I would of course be willing to serve the organization in additional capacities if required. My period of availability is April 4 – July 29. I would be grateful for an opportunity to further discuss this possibility.

Sincerely,
Johannes Lindner

Sample letter for students **without** experiential learning requirement

Johannes Lindner

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November 26, 2021

Friends of the Earth Europe
Mundo-b building,
Rue d-Edimbourg 26,
1050 Brussels, Belgium

Re: Internship Inquiry (June 1 – August 31)

Dear Friends of the Earth Europe,

I am writing to inquire about the possibility of an internship with Friends of the Earth Europe. As a student on the Philosophy, Politics and Economics undergraduate program at Central European University in Vienna, Austria with a focus on Environmental Studies, I am seeking an internship as a way to gain experience conducting policy research and assisting with campaign and outreach efforts within a large, international, grassroots environmental organization. I would be honored to contribute to the Europe-wide campaign and advocacy efforts around justice-based climate action that Friends of the Earth Europe coordinates.

My interest in the environment and climate issues dates to my activity as a member of the Model United Nations (MUN) Club at my high school in Vienna, Austria. In 2018, I served as a delegate for Guatemala at the MUN: Conference on Environment and Sustainable Development. This meant conducting research to understand and represent Guatemala's agricultural concerns in relation to SDG2. This is when I first became aware of the power imbalance and inequalities that characterize the relationship between countries that are heavy consumers of resources and poorer, lower-consuming countries. Since then, it has been my mission to learn everything possible about resource and climate injustice with the hopes of one day contributing to a more equitable and sustainable global future.

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Thank you for considering this inquiry. I am motivated to use the skills and knowledge I have acquired thus far to contribute to Friends of the Earth's policy research and advocacy in a meaningful way. I would of course be willing to serve the organization in additional capacities if required. My period of availability is June 1 – August 31. I would be grateful for an opportunity to further discuss this possibility.

Sincerely,
Johannes Lindner