

How to Write a Strong Letter of Intent for an Internship

Why write a letter of intent?

A resume reports your relevant academic training and professional skills – it tells the reader what you did, when you did it and where you did it.

A letter of intent covers the why –why you believe your experiences are relevant and meaningful, and why you want their internship. It sheds light on your commitment to pharmacy, what motivates you, and explains how their internship fits with your long-term goals.

Often, employers only skim the first paragraph, so Clark’s paragraph is a summary of:

- What he brings to the table (experience & skills)
- Why he wants the job (desire)

This includes his:

1. **Academic training**
2. **Professional skills**
3. **Desire**

The skeleton of your letter of intent will follow the same format in your first paragraph.

In your second and third paragraphs: when summarizing your range of skills and experience, don’t repeat what’s already in your resume. Instead clarify the information they need to make an informed decision about your candidacy. Summarize:

1. **What you learned: What skills or knowledge did you gain from these experiences**
2. **What you love: What motivates you? What will keep your interest when things get challenging?**

Don’t forget to explicitly detail why you want their internship. Do you like their structured program, or their mentorship opportunities? Tell them!

Sample Internship Letter of Intent Dissected

Eleanor Roosevelt
RX Drugs San Francisco
14 Famous Women Way
San Francisco, CA 94114

June 1, 0000

Dear Dr. Roosevelt:

I read the position description for the pharmacy internship program at Healthy Hospital with great interest. I am a second-year student pharmacist at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team - a balance of hospital and community pharmacy experience, two years of clinical research experience and a demonstrated commitment to public health. My long-term goal is to work in an in-patient setting, and the possibility of participating in a structured internship program, primarily working with acute, complex, clinical issues is an exciting prospect.

In addition to my academic training, my direct pharmacy experience includes both work and volunteer experience at Walgreens and Oakland Hospital, respectively. As a pharmacy tech, I filled and filed prescriptions, worked with insurance companies and medical practices, and responded to customer concerns both in person and on the phone. As a pharmacy hospital volunteer, I received drug orders, sorted medications, and delivered drugs throughout the hospital. But more than any individual task, I gained the multitasking skills and a meticulous sense of detail required to operate in fast paced clinical settings processing a high volume of prescriptions. I enjoyed learning about the medications I came into contact with, and took it upon myself to read up the prescriptions I filled.

My research and public health background also shape my perspective and approach as a developing pharmacist. I evaluated Clinical Pharmacist interventions to reduce medication errors in a retrospective study on the cardiology floor at UCLA's Medical Center. Additionally, I organized and implemented health outreach and education fairs in the communities that Healthy Hospital serves, including Bayview. Both of these experiences were meaningful to me because they focused on improving patient outcomes and empowering individuals by offering key information to help them make informed decisions.

There are several aspects of your program that appeal to me. Working in a hospital setting is rewarding - I enjoyed applying my clinical knowledge to complex clinical issues and am excited about developing and using my expertise to benefit others. I understand that the workload and schedule can feel intense, but that one needs to commit to the experience, because the clinical staff, and ultimately the patients, are depending on you. I am applying as a P1, because I intend to commit to the internship throughout my time at UCSF.

I would welcome the chance to talk to you more about how I can contribute to your team. I can be reached at 123.456.7890, or via email, at clark.kent@ucsf.com

Regards,

Clark Kent

Sample Internship Letter of Intent

Eleanor Roosevelt
RX Drugs San Francisco
14 Famous Women Way
San Francisco, CA 94114
June 1, 0000

Dear Dr. Roosevelt:

I read the position description for the pharmacy internship program at Healthy Hospital with great interest. I am a second-year student pharmacist at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team - a balance of hospital and community pharmacy experience, two years of clinical research experience and a demonstrated commitment to public health. My long-term goal is to work in an inpatient setting, and the possibility of participating in a structured internship program, primarily working with acute, complex, clinical issues is an exciting prospect.

In addition to my academic training, my direct pharmacy experience includes both work and volunteer experience at Walgreens and Oakland Hospital, respectively. As a pharmacy tech, I filled and filed prescriptions, worked with insurance companies and medical practices, and responded to customer concerns both in person and on the phone. As a pharmacy hospital volunteer, I received drug orders, sorted medications, and delivered drugs throughout the hospital. But more than any individual task, I gained the multitasking skills and a meticulous sense of detail required to operate in fast paced clinical settings processing a high volume of prescriptions. I enjoyed learning about the medications I came into contact with and took it upon myself to read up the prescriptions I filled.

My research and public health background also shape my perspective and approach as a developing pharmacist. I evaluated Clinical Pharmacist interventions to reduce medication errors in a retrospective study on the cardiology floor at UCLA's Medical Center. Additionally, I organized and implemented health outreach and education fairs in the communities that Healthy Hospital serves, including Bayview. Both of these experiences were meaningful to me because they focused on improving patient outcomes and empowering individuals by offering key information to help them make informed decisions.

There are several aspects of your program that appeal to me. Working in a hospital setting is rewarding - I enjoyed applying my clinical knowledge to complex clinical issues and am excited about developing and using my expertise to benefit others. I understand that the workload and schedule can feel intense, but that one needs to commit to the experience, because the clinical staff, and ultimately the patients, are depending on you. I am applying as a P1, because I intend to commit to the internship throughout my time at UCSF.

I would welcome the chance to talk to you more about how I can contribute to your team. I can be reached at 123.456.7890, or via email, at clark.kent@ucsf.com.

Regards,

Clark Kent