Month, Date, Year

Name of Training Director

Assistant Director/Training Director  
Name of Site

Address Line 1

Address Line 2

Dear Dr. Name,

Thank you for reviewing my application for the predoctoral internship training program at the Name of Site. I am a student in the Clinical/Counseling/School Psychology (Psy.D./Ph.D.) Program at Name of University in City, State. Please find enclosed my AAPI online application, graduate transcripts, CV, essays, and three letters of recommendation.

Describe briefly why the internship program/site is a good fit for your goals. Mention specific rotations/clinical tracks if needed (remember to bold, underline, list, or highlight these as instructed). Discuss professional goals and how internship site/rotation align to these.

Integrate your training experiences with the opportunities offered in the internship site. Reference relevant experience that may align with internship duties/responsibilities/clinical work. Discuss training opportunities you are looking forward to and/or areas you may want further experience/specialization. Remember to reiterate how the program fits your internship goals. (This can take another paragraph).

Concluding paragraph. Briefly discuss how you believe the site is a good fit for your training. You may include special skills (e.g., other languages you speak; certifications/specialization in areas of interest) that you consider are important for the site and make you “stand out” as a candidate.

Kind regards/Sincerely/Best regards,

Name, Degree

**Considerations**

* Length: between 1 page to 1.5 page (unless site has a specific word count or other guidelines; always double-check brochures)
* Formatting: 11- or 12-point font with 1-1.5-inch margins; single-spaced
* Remember to tailor each cover letter to the specific site and training opportunities.
* Revise, revise, revise! Make sure there are no evident grammatical errors & that you correctly include the names of the training director & site.
* Remember to include rotations/tracks you are interested in.
* Follow any specific-site guidelines for cover letters (i.e., underlying rotation, specifying whether your program is APA-accredited or not)
* Use strong language: be clear and direct.
* Be authentic and enthusiastic:
  + Do not exaggerate your level of interest (remember, it is all about finding the best “fit”).
  + Do try to appear excited about the site and the opportunities offered.