



## Interest Letter Requirements

**Below you'll find guidelines for writing the required letter of interest for the Facilities Development 2025 High School Summer Internship.**

Name:

Cell Phone Number:

Email Address:

**Introduction:** Start with a brief introduction about yourself, including your current school, grade level, and a brief mention of why you are interested in the internship.

**Body:**

**Explain Your Interest:** Clearly state why you are interested in the internship and how it aligns with your academic interests and career aspirations. Indicate your specific area(s) of interest, including architecture, engineering, project management, construction, skilled trades, construction management, operations, and/or communications.

**Highlight Relevant Skills and Experiences:** Mention any relevant coursework, extracurricular activities, volunteer work, or part-time jobs that have equipped you with skills or experiences related to the internship.

**Describe Desired Outcomes:** Briefly describe what you hope to gain from the internship. Explain how this experience will inform your future plans.

**Show Enthusiasm:** Express your enthusiasm for the opportunity and your willingness to learn and contribute.

**Conclusion:** Summarize your interest and reiterate your enthusiasm for the internship. Mention that you are looking forward to the possibility of discussing your application further.

**Key Points Overview:** List your area(s) of interest in order of preference (architecture, engineering, project management, construction, skilled trades, construction management, operations, and communications).