# **Letter of Introduction for Internship**

DR ADAM SMITH  
DIRECTOR  
PACE UNIVERSITY  
McSHANE CENTER FOR PSYCHOLOGICAL SERVICES  
NEW YORK, 00010

Dear Dr. Smith

I am writing with regards to the family therapist internship being advertised by McShane Center for Psychological Services on Internships.com. I am currently doing my honors in Psychology at (name of university) and would appreciate the opportunity to gain more experience in applying my academic knowledge. My honors supervisor (insert name) highly recommended that I use for this internship. I believe that you’ll find my blend of academic achievement and volunteer work with teenagers has prepared me well for this position.

In the course of my degree, I made the Dean’s list twice and expected to graduate Cum Laude.   
Some of the courses I have completed during my studies are cognitive psychology, abnormal psychology, developmental psychology, and personality development. My special interest is in abnormal psychology with the study of abnormal behaviors, psychological disorders, and treatment options. My honors thesis has involved a study of depression in adolescents and appropriate methods of treatment. I also have a solid background in statistics and in experimental methods and research design.

For the past year, I have been volunteering at a local center for troubled teenagers. Their difficulties range from depression and anger management to substance abuse and interpersonal relationship difficulties. Some of them suffer from eating disorders, and several have made suicide attempts in the past. I believe this volunteer work has helped me to develop therapeutic skills and make me more supportive and empathetic, attributes I consider vital to the therapeutic process.

The center where I volunteered sees many teenagers from diverse backgrounds, and I became more accustomed to dealing with those from circumstances that differ from mine. I believe this will be an advantage at the McShane Center where I know you help those from many different backgrounds. I also gained experience in communicating with staff members and collaborating with them.

I believe that becoming an intern at McShane Centre, would be a very beneficial experience for me and the next step towards reaching my career goals. I want to work in a clinical setting like this after completing my honors. I am excited to have the chance to learn more, and I believe that my educational background and practical experience have equipped me to contribute. I am self-motivated, organized in my approach and believe strongly in creating a safe environment for individuals with mental health problems and giving them the type of attention, they so desperately need.

I appreciate your time in considering me for this internship position and I believe I have the necessary educational background, skills and experience to become a successful contributor and team member at McShane Center for Psychological Services. I welcome the opportunity to discuss my qualifications with you in person. If you have any questions or require any additional information, please feel free to contact me at (tel no) or (email). I look forward to hearing from you.

Sincerely,

Mary Abbot