Month Day, 2021

World Bank Treasury

1225 Connecticut Ave NW

Washington, DC 20433

Dear World Bank Treasury,

Paragraph 1 (Introduction) – Clearly state who you are and why you are writing, referring to the internship. Incorporate research you have done about the World Bank, Treasury, teams and internship. Answer “why this company/industry/function” and your interests in a career in finance. Pique the reader’s interest, creating a hook that begins to tell the story of why you are qualified and how you can create value for Treasury.

Paragraphs 2 & 3 (Body) – In one to two paragraphs, draw the connection between your own skills, experiences and attributes and the requirements of the position. Use specific examples to bring these to life in a compelling way. If you used to study a subject outside finance, business or economics, state your case for why this internship applies to you.

Paragraph 4 (Closing) – Restate your interest and recap what you can contribute to the internship cohort.

Sincerely,

First and Last Name