Lizzie Internship

800 Landy Drive
Willow, IA 55000

(515) 700-3000
lizzie@gmail.com

Today's date

Mr. Mike Carl, Title
Company
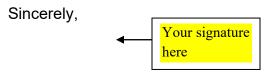818 Target Drive
Valley, IA 58000

Dear Mr. Carl:

I have a deep interest in the XXX field/industry. This interest motivated me to pursue a degree in XXX. As a 2nd year student at Northeast Community College, I am seeking an internship (job shadow) where I can apply my education and experience to launch a career in this profession. Grab attention in this paragraph as to why you are qualified and/or interested in this opportunity.

As you will see on the enclosed resume, I held leadership positions and enhanced communication skills through work and volunteer experiences. Every opportunity, I bring a positive attitude and desire to serve, combined with strong research, analytical, and writing skills. I am willing to work hard for a cause, project, or purpose. I am excited to continue to learn and grow. An internship with your organization will expand my knowledge and expertise. This is your SELLING paragraph. Pull in any skills that will be beneficial to that new employer by stating the skill then provide how you gained that skill. Ex. through your program, activities, volunteer, employment, etc.

I would appreciate the opportunity to further discuss how I can best serve your organization. Please contact me at (515) XXX-XXXX to schedule an interview. Thank you for your time and consideration.

Sincerely,

Your signature here

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Enclosure