

May 15, 20XX

Tina Fey, Senior Graphic Designer  
The Saturday Night Live Group  
123 California Street  
Minneapolis, MN 12345

Dear Ms. Fey,

I am writing to inquire about summer internship opportunities with The Saturday Night Live Group. I was given your contact information from the Career Services office at the Minneapolis College of Art and Design. I am currently a Junior Graphic Design major at MCAD.

It was exciting to find an alumna of MCAD using graphic design skills in a public relations context. My focus in graphic design at MCAD has been in web and interactive design. I have also concentrated my professional energies in the area of public relations during a summer 2016 internship in MCAD's Development Office. As an intern, I was responsible for adapting MCAD's web design models for the Development Office, where I worked closely with both the Development and Design staff throughout my internship.

My specialized training in web design and my experience in a public relations context have provided me with the tools I need to make a real contribution to The Saturday Night Live Group. I hope that you may be able to advise me on the best approach to making a start in this field.

Thank you for your time and attention. I will follow up with a phone call within the next week to discuss with you any potential internship opportunities at The Saturday Night Live Group.

Sincerely,