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EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College professors have often discussed ABC Consulting and your many interesting cases. Your reputation for innovation and integrity is well known. ABC Consulting is the ideal place to learn “best practices” of an information security company.

I am seeking an internship as a Computer Information Technology student entering my senior year. The technical skills, exposure to various system optimization and security principals I possess will contribute to your team. Gaining first-hand knowledge from recognized professionals and experience provides enrichment in my chosen field. Please find my resume attached detailing academic knowledge and technical skill. Does ABC Consulting have internships available?

Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene