

To: abcd@acccompany.org  
From: abcd@wisc.edu  
Subject: Application for summer internship

Dear Ms. XYZ,

I am writing in response to the posting on Jobweb.com for a summer information systems/technology internship at ABC Company (Job #123). Please accept my attached resume as an application for this position.

My experience and personality closely fit the posted job description, and I am very excited to apply. As a Computer Information Systems student at Clarke College, I have taken advantage of numerous research and design opportunities on campus and in class, which may be useful when working at ABC Company. During my web design class, I volunteered to organize a group that would design and create a web site using Flash technology for a local company. The project was well-received and the organization is using some of our ideas. As a student worker in the Counseling Center, I also designed an Access database to track student counseling appointments and progress. The position required a high degree of confidentiality as well as a person with the ability to work on the project until it was completed.

In addition to maintaining a 3.0 GPA and holding an on-campus job, I have also participated in various campus activities and leadership programs. By working on committees, I was able to demonstrate my leadership, teamwork, and time-management skills, which can be useful in a professional setting like ABC Company.

I am eager to learn more about the internship position and would appreciate the opportunity to speak with you in an interview about my qualifications. I am available to work from May 10 through August 15, 2003 and can be reached at 608-588-XXXX. I look forward to hearing from you. Thank you.

Sincerely,

Gracie Goodwin