

**Gregory Huntsman**  
Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
ghuntsman@gmail.com  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

My professor, Dr. Belmont, asked me to contact you in regards to a potential internship with your technology firm. I have provided my resume in application for this opportunity.

As you can see from my resume, I am currently a Computer Information Systems major where I have developed a strong base of knowledge in:

Networking	Programming
Relational Databases	Troubleshooting
Hardware/Software Installation	Website Development

This classroom experience has been supplemented by projects with local businesses where I have ghosted and linked computer workstations, installed software, and created website pages. My career goal is to work in network design, development, and implementation and this internship would fit perfectly with my skills and goals.

I am a hard working and organized individual who understands and enjoys working with technical issues. My attention to detail and ability to effectively troubleshoot problems has afforded me success in the classroom, and I wish to bring these abilities to your organization.

Thank you for taking the time to review my resume and consider my qualifications. I will follow up with you next week, and I look forward to meeting you to further discuss my candidacy for this internship.

Sincerely,

*Sign if you are mailing it in!*

Gregory Huntsman

## **Audrey Bates**

Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
audreykbates@abbey.bac.edu  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

In response to the Public Relations internship opportunity at XYZ Company, I submit my resume for your review.

As you can see from my resume, I have hands-on experience in customer service, creating merchandise displays, resolving customer complaints, and developing creative marketing ideas. From my college coursework, I have analyzed marketing campaigns, written press releases, and learned the techniques and theory behind effective professional communications. I will receive my Bachelor's Degree in Business/Marketing in May 2010, and would like to do an internship in Public Relations to strengthen my knowledge and skills in this field.

My strong writing skills, outgoing personality, and professional communication skills make me an ideal candidate for an internship in Public Relations. As demonstrated by my role as Community Outreach Coordinator for Alpha Beta Sorority, I am a hard-working, motivated, and deadline oriented individual who will strive to learn as much as possible, while also contributing to your organization's success. My efforts while in this position resulted in a significant increase in community service hours by sorority members and in the establishment of our annual 'Blankets for Belmont' donation drive to provide blankets for local organizations that serve the homeless.

Thank you for taking the time to review my resume and I look forward to a personal interview.

Sincerely,

*Sign if you are mailing it in!*

Audrey Bates

**Jackson H. Doe**

Belmont Abbey College  
100 Belmont – Mount Holly Road, Box 313  
Belmont, NC 28012  
jhdoe@hotmail.com  
(704) 555-5555

Date

Mr. John Doe  
XYZ Company  
P.O. Box 623  
Charlotte, North Carolina 28613

Dear Mr. Doe:

In response to your internship posting with Belmont Abbey College for a Biotechnology Lab Intern, I submit my resume for your review.

As you can see from my resume, I am a Biology major where I have developed a strong knowledge base in scientific theory and in scientific process. My coursework has included Microbiology, Parasitology, Research Methods, and Cell Biology. In addition, I have extensive laboratory experience with includes conducting experiments utilizing various scientific methods and equipment, and analyzing results against control specimens to determine outcomes. I will graduate with a degree in Biology in May 2011 and am seeking an internship to develop my skills to prepare me for a career in Biotechnology.

I am a highly analytical person who takes great care to ensure my scientific work is done properly and accurately. My commitment to excellence in the field is demonstrated by my induction into Tri Beta, national honor society for Biology majors and being chosen as a National SMART grant recipient. In addition, I have strong administrative and organizational skills, and am able to work independently and as part of a team. My focus in the classroom, in the lab, and in the workplace is to meet my objectives in a timely, efficient, and organized manner.

Thank you for taking the time to review my resume and consider my qualifications. I will follow up with you next week, and I look forward to meeting you to further discuss my candidacy for this internship.

Sincerely,

*Sign if you are mailing it in!*

Jackson H. Doe