

Dear Ms. Paulson,

Presentation
I am writing to apply for the summer marketing internship as at your company. My unique mix of previous work experience and my status as a University of Central Florida business student in my junior year studying marketing, make me an ideal candidate for a summer internship with Universal Orlando.

Argumentation
My experience in sales and customer relationship management, combined with my courses in marketing, have convinced me that hospitality marketing is a career option I would like to explore.

More importantly, an internship with Universal Orlando would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

*Conclusion
Final line*
Please find attached my resume. Should you have any further questions regarding my experience and education, you may reach me via phone (386-555-2922) or via email (christina@ucf.edu).

Thank you for your time and consideration.

Sincerely,

Christina Appleton

Dear Mr. Scheck,

I would like to apply for a summer internship position with Innovation. I learned of your company through the placement center at University of Missouri.

I am currently majoring in architecture at the University of Missouri and will receive my degree this spring. While I have a comprehensive architectural background, my emphasis is on rehabilitation and renovation. I feel that your firm places prominence in similar areas and having the privilege of serving as an intern with you will give me that further exposure I need to advance my career.

Upon graduating, I hope to work for a firm that specializes in rehabilitation and renovation architectural development and eventually start my own firm. With the right opportunities and experience on cutting-edge projects and designs, I believe I can achieve this goal. I hope to with your firm's help.

I previously held a summer internship at Smithers & Associates, a St. Louis-based architecture firm. While there, I used CAD technology to help design floor plans for a multi-level retail space. I also used the drafting techniques I learned on the Digital Terrain Monitor (DTM) to assist on the redesign of a movie theater in downtown St. Louis. This could be of interest to you, as I recently read on your website that Innovations will be renovating three entertainment venues in the coming year.

I would like the opportunity to meet with you to discuss any internship opportunities you might have. Please find attached my resume and do not hesitate to contact me if you have any questions or would like to see some work samples. You can reach me by phone at (444) 536-1212 or by email at cwatkins@email.com.

I look forward to hearing from you.

Sincerely,

Chandra Watkins