

Dear Internship Manager,

I view this role as an excellent growth opportunity and I hope to be invited for an interview. I am working hard to obtain practical experience this summer.

My background includes experience with various business relevant programs such as Microsoft Office, and SharePoint. I also have experience with Adobe Creative Suite, GameMaker Studio, MIT App inventor, and have experimented with HTML and CSS. I have experience with programming in Python and MIT App inventor, and have participated in training classes focused on Adobe Photoshop, and Illustrator. In the past I have worked reimaging machines, and checked their build quality as well as their physical condition.

In prior experiences, I have had responsibility for helping complete projects, and ensuring security among the sensitive data that can be accessed through SharePoint. While working at The Hartford I was tasked with reimaging company laptops and desktops, meaning I had the responsibility of ensuring that they were built correctly and the image had taken correctly to the machine. I was also responsible for the disposal end of The Hartford's company wide switch to iPhone's from their formerly used blackberries. This involved wiping the company data off of the devices, and passing them off to the disposal company. Lastly I was tasked with informing Site Collection Administrators of SharePoint sites of searchable open permissions that their sites held. While doing this I was responsible for the security of the data, meaning I made sure that the permissions were in line and the problems were resolved.

In addition, I have participated in extra activities such as student government. In the past i have acted as the Treasurer and the President, coordinating or leading almost all of the events that were held with the help of the representatives and other officers. I also take a pottery class at Wesleyan potters and received an academic excellence award in 2015.

I am eager to find an internship opportunity that will expand my ability to take feedback and apply it to my technique or method. I am confident that my skillset and drive will enable me to be successful at your organization. Please feel free to contact me at 860-391-9599 (cell) or via my email, [egblip@gmail.com](mailto:egblip@gmail.com). Thank you for your time, I look forward to learning more about this opportunity!

Sincerely,  
Emelia Blankenship