1202 Toms Creek Road, apartment 102A

Blacksburg, VA 24060

January 30, 2019

Mr. C. N. Bean, CEO

Legal, Inc.

123 Fake Road

Blacksburg, VA 24060

Mr. C. N. Bean:

Please consider my application for your Computer Engineering internship at Legal, Inc.

In May of 2020, I will graduate with a BS in Computer Engineering from Virginia Tech (see enclosed resume). IN THIS PARAGRAPH OF FIVE TO SEVEN SENTENCES, I WILL DISCUSS MY QUALIFICATIONS (TANGIBLES).

IN THIS PARAGRAPH OF THREE TO FIVE SENTENCES, I WILL DISCUSS MY PERSONAL QUALITIES.