

David Jameson

500 San Gabriel #2104, Austin, Texas 78705 ~ 512.444.3333 ~ djames000@gmail.com

February 1, 2010

Ithaca Publishers, Inc.
Department of Human Resources
909 W. Main Blvd. Suite 1203
Dallas, TX. 00000

Dear Sir or Madam,

I write to express my interest in interning at Ithaca Publishers, Inc. I am a third-year Classics major at The University of Texas at Austin with a minor in Business Foundations. I am excited about the possibility to combine my educational training and the skills I gained in the community for implementation at a publishing firm. Your internship provides the opportunity to edit nonfiction articles for an online publication and perform administrative responsibilities for company executives, which matches my writing career interests upon completion of my education in May 2011.

My experiences at UT Austin allowed me to develop several professional skills. During the spring semester of 2009, I volunteered for a non-profit casework company where I frequently had to work with challenging individuals. I improved my communication and problem solving as I was required to carefully analyze the situation and determine appropriate resources for solutions. I also gained experience interacting with federal agencies such as welfare, social security, Medicare/Medicaid and immigration, which showed me how to communicate with different types of individuals.

In fall 2008, I interned for State Congressman Abel Gutierrez at the Texas State Capitol building where I helped author legislation that was brought to the floor of the Congress Chamber Room. I oversaw a large quantity of information from the social sciences, legal documents, constituent interviews, and newspaper articles that were entered into the legislation, and I also ensured accuracy of each resource. My internship at the capitol helped me organize time and information in a fast-paced and deadline driven work environment.

Thank you for taking the time to consider my application for the internship. I will follow-up with you by email the week of February 8 to address any questions regarding my application. In the meantime, please feel free to contact me at 512-444-3333 or djames000@gmail.com as I would welcome the opportunity to talk more about my interest in Ithaca Publishers and how I can be an asset as intern.

Sincerely,

David Jameson