**JANE M. SAMPLE**

111 Avenue West, Philadelphia, PA 19111

(215) 555-5556

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January 11, 2018

Ms. Mary Jenkins (if you do not know the name, use Hiring Committee)

Director of Internships

NBC10 Philadelphia

1200 Broad Street

Philadelphia, PA 19115

Dear Ms. Jenkins: (if you do not know the name, use To Whom It May Concern:)

I am writing to you in the interest of pursuing a summer internship position with NBC10. I am currently a senior Business Marketing and Management major at The Pennsylvania State University in Abington, and I believe I am an ideal candidate for the internship role because I have trained quickly, efficiently, and effectively in my past employment experiences. Please review my resume, as it provides details of my professional experiences and skills, which will offer more insight regarding my qualifications. I look forward to exploring how I might help NBC10 continue to connect its audience with everything the city of Philadelphia has to offer.

During my prior work experiences, I have proven myself as someone who learns easily, works diligently, and eagerly takes on advanced responsibilities. I form exceptional working relationships and have been recognized in the past by management for going above and beyond my job responsibilities. Through my education and work history, I have also developed strong writing, communication, and interpersonal skills. I am confident I will fit in quickly at NBC10, and then focus on developing myself as an outstanding professional.

I welcome the opportunity to meet with you, or a representative from NBC10, to further discuss my qualifications and how I can make a significant contribution to the company. Please contact me at your convenience: (215) 555-5556 or mail41@psu.edu. Thank you very much for your time and consideration, and I look forward to your reply.

Best Regards,

Jane M. Sample

Business Marketing and Management Major

The Pennsylvania State University