|  |  |
| --- | --- |
| **Hong Gildong** | |
| OOO-OO, OOO-dong, OOO-gu, Seoul, Korea | 010-0000-0000  gildong.hong@email.com |

February 4, 2014

|  |
| --- |
| Human Resources Manager  GE Corporate  71-3, GE tower, Chungdam-Dong, Gangnam-Gu, Seoul, Korea |

Dear Human Resources Manager:

I would like to apply for the position of PR & Communication Internship.

I just graduated a university. Although I do not have any private company employment experience, I am willing and able to quickly learn and do my best at the position I may be assigned. I am prepared to start at the beginning. So, I am seeking my first chance to gain the invaluable experience I need to succeed professionally. I hope that General Electric provides me with this first, pinnacle opportunity.

Ever since my freshman year of university, I have wanted to work for GE. It is no secret that GE offers the best employment opportunities for ambitious, young graduates because of its world renowned reputation for excellence in its products and global operations. Its top leaders and hard working employees are responsible for GE’s leading name. After reading many of the interesting and informative publications written by Jack Welch and Lee Chaewook, I developed even a stronger passion to work for GE someday. I am confident that I can now contribute as a dedicated employee to the continuing global advancement of GE.

Even though I am not a native English speaker, I have strived to learn the language and I am dedicated to becoming a fluent speaker of English. Acquiring English is no longer merely a study chore for me. Now, I actually really enjoy speaking English with others because it has become a natural second language to me.

If I am fortunate enough to be selected for a position with GE, I can promise and I am confident that I will competently fulfill any work related duties that I am assigned. People have told me that I possess an outgoing, energetic personality so I pride myself in doing the best at everything in which I venture.

Thank you for your consideration. I eagerly await your response.

Sincerely,

Hong Gildong

Endclosure.