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Dear whom it may concerns,

I'm sending this letter in response to the opening of the internship position with [company name]. I came across this wonderful opportunity to join your team from [source]. I am very interested in providing my skills and services to enhance the productivity of [company name] daily operations.

I'm a graduate from the business school at the University of Hawaii at Manoa, with a dual BBA in MIS and Marketing. I'm also currently pursuing an Associate degree at Kapiolani Community College in New Media Art. This program introduced me to new design perspectives and skills that can be applied beyond the general concept of graphic design, such as web and brand development.

Aside from being a student, I also work fulltime as a Night Auditor at the Aston Waikiki Beach Tower. My responsibilities at the company include communicating with customers via emails and phones, balance daily accounts, overnight logistic control, and other administrative and guest service tasks as needed.

I believe my past work and learning experiences have provided me with the knowledge and skills that can be best utilize at [company name].

May I arrange an interview to further discuss my qualifications? I look forward to receiving a response from you. I'm available by phone at (808) 636-3672 and via email at adiep1988@gmail.com.

Thank you for your time and consideration.

Sincerely,  
Anthony Diep