

Dear Ms. Rowland,

This is one of your current students, Rhea Mae Edwards, who is currently enrolled in your Business Writing course (WR 214-004), and I am just e-mailing you today in regards to my current job search for a summer 2016 internship position.

I have currently been very appreciative with being an actively learning student in your class. Through your well prepared and advised instruction, I have benefited and learned a significant amount about business writing so far. I have become more aware and knowledgeable about how to initially prepare myself for my future career beyond my education and outside of the classroom.

With all that I have greatly learned from your teachings so far, I am currently applying for a position as a Software Engineer Summer Internship at Intel. A couple notifiable achievements that I have found myself to be qualified for this position is that I earned a Student in Merit in Business and Consumer Science when I graduated from high school and that I am currently an undergraduate with a good standing majoring in Computer Science - Computer Systems Option. I am highly interested and excited to gain valuable experience beyond my coursework at Oregon State University related to my major, along with working for a company that is known for developing for cutting-edge technology to benefit lives all around the world.

With great respect, would you be willing to write a delight letter of recommendation for me describing what you regard are my greatest strengths as one of your current students? Such a statement would be much appreciated and favorably valued.

Before the end of this winter 2016 term for the completion of such a letter is what is considered. Again, the internship I am applying to is for an Intel Corporation Hillsboro, Oregon campus whose address is stated below:

Intel Corporation  
2501 NW 229th Avenue  
Hillsboro, OR 97124

It has been a great pleasure being one of your students. Thank you for your time today, and I look forward to hearing from you soon.

Best Regards,  
Rhea Mae Edwards  
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[\(408\) 717-2032](tel:(408)717-2032)