

3718 Locust Walk, Suite 20  
Philadelphia, PA 19104

January 20, 2015

Mr. David Jones, Recruiter  
Oodles Tech company  
123 Pennsylvania Avenue  
Big City, PA 00000

Dear Mr. David Jones,

My name is Maria Kaskov I hereby write to request for an internship in your Oodles Tech company. I wish to request for a four months internship from June to September 2020 to improve my practical skills in engineering.

I am interested in learning and acquiring experience in safety equipment installation, plumbing, drainage as well as other services provided by your company. I have skills in architecture and planning of building layouts that are relevant to the work of your company.

I have graduated with a bachelor's degree in Computer Science from university Dortmund. I believe that your company is the best place to learn and gain relevant experience in my profession. I will ensure the skills and experience that I gain from this internship will make a great contribution to achieving the values of your company. Kindly find my relevant academic documents to support my request.

Please let me know if you have an opening during this period. I welcome any opportunity for an interview with you to discuss your expectations for such a position. I would highly appreciate to work with and learn from your team of experts. It is my sincere hope that you will consider my request.

You can also reach me at my phone number 5132128977.

Best Regards,  
Maria