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Baton Rouge, LA 70810  
Cell: 504-555-5555  
kroyal@lsu.edu

May 9, 2004

Raising Cane's Chicken Fingers  
Teresa Donich, Vice President of Crew Resources  
1212 South Acadian Throughway  
Baton Rouge, LA 70806

Dear Mrs. Donich,

At the suggestion of Ashley Allemand, I am writing to ask you to please consider me for an internship with Raising Cane's in the Human Resources department for the upcoming summer.  I met Ashley at my current job, and she told me about the internship and how it would be a great experience for me.

Currently, I am in my third year at Louisiana State University.  I'm working to receive a bachelor's degree in Management with a concentration in Human Resources Management.  While in school I worked for the Human Resources Department at Louisiana State University where I assisted the Human Resources manager.  I was in charge of the employee files and helped with their benefits.  I believe that the experience I acquired would help me with the internship.

I also worked with several other companies, such as Baskin Robbins, American Eagle Outfitters and DeAngelo's Pizzeria, where I developed people skills while working with other employees and customers.  Because communication skills are very important in a human resources job, I believe my experience with customers will facilitate my interaction with other employees.

In addition to my work experience, I am fluent in both English and Spanish, which I believe will be an asset when interacting with employees whose first language is not English.  I'm looking forward to talking to you about this in person.  I'm available for an interview at your convenience.  Thank you for your attention.

Sincerely,

Katharine Royal  
Enclosure Resume