**Your Name**

53 Water Street, Apt. 4, Guelph, ON N1E 2T9

Tel: 519-555-8892; E-mail: [yourname@hotmail.com](mailto:yourname@hotmail.com)

February 23, 2007

Mr. Mitchell Franklin

Executive Director

Summerfield, Inc.

478 Quebec St.

Guelph, ON N1E 2T7

Dear Mr. Franklin:

I am writing to apply for the Summer Internship position in your Marketing Department that was advertised through the University of Guelph Career Services Center.

As you can see from the enclosed resume, I have a strong background in business. Last summer, I worked as an office assistant for the real estate firm Womersley Inc. My responsibilities included answering the telephone, preparing mailings, answering customer inquiries, and working with Microsoft Word and Excel to prepare documents for rental agreements and real estate transfers. My supervisor, Evelyn Harris, will vouch for my strong work ethic, attention to detail, and respect for confidentiality.

The internship would provide me with an opportunity to assist at your firm and expand my business and marketing skills. Summerfield, Inc. has an excellent reputation for timely service and customer satisfaction, and I am confident that my motivation and keen interest in pursuing a career in marketing will make me an asset to your firm.

My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position. I would appreciate the opportunity to meet with you to discuss the position and my skills and experience. You can reach me by telephone at (519) 555-8892 or by e-mail at [yourname@hotmail.com](mailto:yourname@hotmail.com).

Sincerely,

Your Name

Enc.