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February 12, 20XX

Human Resources Department
National Public Radio
635 Massachusetts Avenue, NW
Washington, DC 20001

Dear Human Resources Director:

I would like to express my sincere interest in the National Public Radio internship program this coming summer. After attending your open house on Friday January 27, 20XX and meeting the people behind the scenes at NPR, I was deeply inspired. To work for an outstanding organization like NPR would be more than just work it would be a once in a lifetime opportunity. Furthermore the skills I possess seem to make a very good fit for the internships listed below:

Communications/Media Relations, Talk of the Nation, Executive Producer, Intern Edition

NPR has a standard of programming that is geared toward providing the public with free access to news, current events and culture. This public service is one of the reasons why I am attracted to working with National Public Radio. The unique, commercial free nature of your programming provides listeners the opportunity to hear programs that have been created without the pressure of advertising. This format truly is inline with my value set and sincere intent to establish a clear, unbiased portrayal of the world and become as knowledgeable about broadcasting as possible. The experience and knowledge I have obtained as an AmeriCorps Volunteer and as an Administrative Assistant provide me with the qualities to be a valuable NPR intern.

Over four years of office and volunteer experience has given me extensive research, organizational and communication skills. Some examples of these skills include researching material for the youth program, successfully organizing the annual Christmas dinner, and planning forums for local youths. In addition, the educational training I received in leadership, management and the communication field has prepared me to lead, manage, and organize in various environments. Hopefully I will be able to use these skills at NPR.

I would like to again express my enthusiasm to become an intern at National Public Radio. Not only will it be a phenomenal learning opportunity for me but also I will be a valued asset to the program. Thank you for your time and consideration. I look forward to hearing from you soon to further discuss my skills and qualifications.

Sincerely,

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Enclosures