

4444 University Drive, Apt. 444
Salisbury, MD 00000

August 1, 20XX

Ms. Carolyn Xxxxxx
Technical Manager
XYZ Technical Solutions
5555 Lee Highway, Suite 50
Fairfax, VA 22032

Dear Ms. Xxxxxx:

I am writing to apply for the Help Desk internship XYZ Technical Solutions recently advertised at Salisbury University-Career Services. The opportunity to explore working for such a dynamic and innovative provider of systems solutions is particularly intriguing to me as a Computer Science major who is seeking hands-on experience in information technology. The advertisement meets my skills and qualifications quite well and I am excited about working in such a progressive technical environment.

In addition to the knowledge I have gained through numerous computer science courses, I have also increased my skills through projects involving object oriented programming. In one particular software project, I worked with two other students to design an advising system, using C++ and UML, which allows students and faculty to view and make changes to class schedules and rosters online. We presented this project to our class and discussed the step-by-step procedures we used to design, evaluate, and troubleshoot the system. Currently Salisbury University is looking at implementing portions of our project.

I would like to expand my experience and knowledge in information technology. Your internship offers a unique opportunity to acquire more technical skills, connect with clients, and work independently and as a team player. I believe that I could contribute significantly to XYZ as your company continues to expand in this region. If selected for this internship, I promise I will work hard and be an asset to your organization.

I am eager to meet with you to discuss my qualifications as outlined in my enclosed resume. I will contact you next week to see if my qualifications meet your needs, or you can reach me by e-mail, xxxxx@salisbury.edu, or voice mail, 000-000-0000. Thank you for your time and consideration.

Sincerely,

Xxxxx Xxxxx

Enclosure: Resume