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Director of Experiential Programs  
Washington Center for Internships  
Department of Defense Internship Program  
1333 16<sup>th</sup> Street, N.W.  
Washington D.C. 20036-2205

Director of Experiential Programs:

I recently received an e-mail from my Career Services Office concerning a summer internship program with the Department of Defense. I have been searching for an internship within the federal government, particularly in the Department of Defense and was excited to see the summer internship available. The opportunity to enhance my business skills and my professional network within a highly respected organization such as the Department of Defense is very desirable on my behalf.

As a student at Salisbury University, I am actively involved in my academic coursework. Often during business classes I participate in discussion and team debates. The debates on specific topics require thorough research and analysis of the topic. Through analysis of the topic and acquiring a sound understanding, I am able to articulate concise points in front of the class. In addition, the business school requires attendance at various professional events which provides me the chance to learn about interviewing, hear from guest speakers and to interact with prospective employers. These activities give me an overview of employer's expectations of me. Therefore these experiences have enhanced my communication and analytical skills as well as provide self confidence in my own abilities.

Outside the classroom I am involved in playing soccer for the Salisbury University NCAA Division III Men's University Varsity Soccer team. Soccer is played in the fall but it is a full-time activity with year-round requirements. Becoming Captain for this upcoming year has added to my responsibilities and developed my leadership skills. Currently I am responsible for motivating 20 players and coordinating all indoor practices as well as scheduling all weight room activities. As the Captain, it is my responsibility to set a standard of excellence through hard work and dedication. Playing soccer and being actively involved in the class-room has helped me develop an outstanding work ethic and has truly enhanced my organizational and time management skills.

If selected for this prestigious internship, I will benefit immensely from while contributing greatly with my unique skills and abilities. I look forward to hearing back from you and I am excited about this opportunity. You can reach me by e-mail at [xxxxxx@salisbury.edu](mailto:xxxxxx@salisbury.edu) or by phone at 410-000-0000. Thank you for your time and consideration.

Sincerely,

Xaxx Gxxx

Enclosure: Resume