

0000 Xxxx Xxxxxe  
Apt # 000  
Salisbury, MD 20000

February 8, 20XX

Ann Xxxxx  
Internship Coordinator  
E! Entertainment Television Networks  
5750 Wilshire Boulevard  
Los Angeles, CA 90036

Dear Ms. Xxxxx:

After conducting research on the Salisbury University e-Recruiting employer database, I was extremely excited to discover your organization. I am a senior at Salisbury University pursuing a degree in Business Administration/Management and am so interested in the possibility of obtaining a Human Resource internship position with such a progressive company. I am a team-oriented person who exhibits integrity, creativity, diligence, and has always had an excellent work ethic. For these reasons, and many more, I feel I will be a strong asset to this company.

My educational experiences at Salisbury University have given me a strong understanding of the importance of sound management skills, the advantages of setting and achieving goals, the relevance of teamwork as part of a strong organizational culture, the application of different problem solving techniques, and the challenges related to ethical behavior and decision making. In addition to the above skills, I firmly believe my qualifications could and will be valuable to your organization. Obviously, I will gain much needed hands-on experience and I do know I have much to learn, but I hope to be an asset to your organization as well.

My previous work experience has also given me the opportunity to develop my communication skills, both verbal and written. Furthermore, I am able to recognize the needs of employees and customers, and have developed my interpersonal skills extensively via my work experience. I have always enjoyed working with others, meeting new people, and respectfully recognizing other people's concerns in the workplace. In addition I have always worked through school and financed a large portion of my education which gives you an indication of my very strong work ethic. A well-established work ethic, in my opinion, is critical to any working environment.

I am aspiring to work in and learn more about the entertainment industry. In particular, I would like to develop a better understanding of the business processes at E! Entertainment Television Networks. I look forward to talking with you to further discuss my skills and qualifications. If I do not hear from you by February 25, 20XX, I will call you about this opportunity. Thank you for your time and consideration!

Sincerely,

Xxxxxx Xxxxxx