

18 Somerset Drive
Salisbury, MD 00000
000-000-0000

May 15, 20XX

Ms. Cynthia Fxxxx
Executive Director
JNC Corporation
210 Hamilton Circle
Salisbury, Maryland 00000

Dear Ms. Fxxxx:

While working as a part-time student employee at JCN, I noticed a summer internship posting on the job board at the facility that required training in Physics and Math. I am currently enrolled in the physics program at Salisbury University in Salisbury, MD and have a minor in math. In addition, I completed my second six-month part-time work period with the JCN World Trade Corporation this past May and my supervisor, Mr. Jack Teets encouraged me to apply. I am now attending classes at Salisbury U. and working as a part-time student at JCN NAD Northeast Region Office.

Through my previous college and work experience, I have developed a strong background and interest in computer related research, management education and support. Currently my interests are in the development of intelligent workstations in the business environment with further interests in the education and support of end users. I also have a strong interest in implementation of the product developed and truly seek actual use of the research commitments.

I would like to continue my career development in the microcomputer field. Due to my extensive knowledge of, and experience with, microcomputers, particularly with JCN, I would make an ideal candidate for the summer internship in the Armonk facility. I will be available for employment during the period beginning June 25, 20XX and ending August 28, 20XX. Enclosed for your review are my resume and a copy of my JCN job evaluation. These provide a more comprehensive view of my qualifications.

I would appreciate a personal interview to discuss the possibility of beginning an internship experience in Armonk. I may be contacted at the above address and phone. Thank you for your time and interest. I look forward to speaking with you in the near future.

Sincerely,

Thurston Wxxxxxxx, III