

Letter Seeking an Internship

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January 12, 2010

Ms. Sylvia Range
Special Programs Assistant
Marion County Family Court Wilderness Challenge
303 Center Street
Marion, MD 21233

Dear Ms. Range:

I am a junior at Salisbury University, working toward my bachelor's degree in family and child development. I am seeking an internship for this summer 2010, and while researching opportunities in the field of social work and law, I found that your program works with juvenile delinquents. I am writing to inquire about possible internship opportunities with the Marion County Family Court Wilderness Challenge.

My work background and coursework have supplied me with many skills and an understanding of dealing with the adolescent community; for example:

- I worked as a hotline assistant for a local intervention center. I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at my university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.

My enclosed resume provides additional details about my background.

I will be in the Marion area during my Spring break, March 6 - March 10. I will call you next week to see if it would be possible to meet with you in early March to discuss your program.

Thank you for your consideration.

Sincerely,
(handwritten signature)
Stacy Lee Gimble

Encl.