

Sample #1

Jane Swift
18 Central Park Street
Petersburg, Virginia 23831
April 2, 2013

Ms. Emily Perkins
Human Resources Director
Harvest New Media
1 Industry Plaza
Anytown, Virginia 23832

Dear Ms. Perkins:

I am currently a sophomore at Virginia State University majoring in Mass Communications and will graduate in May 2013. I am seeking an internship at Harvest New Media and understand that you have several positions available.

As my enclosed resume shows, I have professional experience editing trade books and developing new media projects. While at Murray Hill Publications, I worked with the newly established New York electronic publishing department, suggesting authors and material suitable for the company's forum on CompuServe. I also created in-depth proposals for CD ROM projects based on Murray Hill material. I have a thorough understanding of the rights and permissions issues that are often critical in new media applications. I believe my skills and experience would allow me to contribute to Harvest New Media in several capacities including CD ROM development or on-line services.

I hope I may have the opportunity to interview with you for an internship at Harvest New Media to discuss my background further. I will call you next week to arrange an appointment, and if you would like to speak with me before then, please call me at 202-555-0832.

Thank you for your consideration.

Sincerely,

Jane Swift
Jane Swift

Enclosure