

FIRST NAME LAST NAME

1 Winding Way ▫ Anytown, NY 14444 ▫ (555) 555-5555 ▫ firstnamelastname16@bonaventure.edu

February 16, 20xx

Buffalo News
1 News Plaza
Buffalo NY, 12453

Dear Internship Hiring Supervisor:

I am writing to express interest in the summer internship position with the Buffalo News that was advertised on the university's online posting system, Handshake. Currently I am a Junior Communications major at St. Bonaventure University. As a hard-working, highly-organized individual with related academic experience, I feel I would be an ideal candidate for this position.

During my time at St. Bonaventure University, I have demonstrated exceptional standards for meeting organizational objectives and demands. My current position as an Assistant Editor for the Bona Venture newspaper requires the coordination of six staff members including story assignments, deadline management, editing and overall print development. Through this leadership role, I have learned first-hand the importance of effective communication and team coordination. In addition, my experience in television as the Webcasts Coordinator for SBU TV has strengthened my interviewing and reporting, both skill areas necessary for this position.

Having the opportunity to join the team of hardworking and dedicated news professionals at the Buffalo News would greatly add to the professional experience I am hoping to develop as a future news reporter. Enclosed is a copy of my resume for your review. In the coming weeks, I will follow up with you regarding the status of my application.

Thank you for your time and consideration.

Sincerely,

First Name Last Name