

# FIRST NAME LAST NAME

1 Winding Way ▫ Anytown, NY 14444 ▫ (555) 555-5555 ▫ lastname16@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

## First and Last Name

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3261 West State Road, St Bonaventure, NY 14778 716.123.4567 lastname@gmail.com

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January 16, 20xx

John Smith, Marketing Director  
The Philadelphia Orchestra Association  
260 South Broad Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19102

Dear Mr. Smith:

I am a St. Bonaventure University junior writing to apply for the summer Marketing Intern position with the Philadelphia Orchestra Association. I would be excited to bring my experience in marketing, background in music performance, and love of symphonic music to this opportunity.

As Public Relations Manager for the St. Bonaventure a cappella group, my marketing efforts and knowledge of the college-age audience achieved a 10% increase in concert ticket sales last year. By taking courses in research and statistics, I have gained experience in data collection and analysis.

I first experienced the power of live performance while attending The Philadelphia Orchestra's summer series at the Saratoga Performing Arts Center in upstate New York, where I grew up. Wolfgang Sawallisch's famed all-Wagner concerts and interpretations of the Bruckner symphonies instilled in me a passion for music that continues to this day.

I welcome the opportunity to contribute my marketing savvy and love of live symphony to the Philadelphia Orchestra Association as your next Marketing Intern. I am available for a phone interview, at your convenience, or I can meet, in person, in Philadelphia during my spring break, March 14-18. I will follow up next week to see if we can arrange a convenient time to speak.

Sincerely,

First and Last Name

## **First and Last Name**

305 16th Street  
Albany, NY 14879  
(434) 555-5555  
lastname17@bonaventure.edu

March 22, 20xx

Melba Crow, District Administrator  
Congressional Research Service  
Washington, D.C. 22345

Dear Ms. Crow:

I am writing to apply for the summer internship program with the Congressional Research Service that was recently posted on your website. As my career interests lie in United States foreign policy, I am especially interested in opportunities in the International and European Security Issues division or the Foreign Policy and Defense Issues division. I am available for an internship position from May 20xx through August 20xx.

I am a rising senior Political Science major and Spanish minor at St. Bonaventure University. My academic background includes courses in International Relations, American Politics, and Economics. This past summer I worked as an intern at a lobbying firm in Albany, New York where my duties included attending Congressional hearings and writing concise reports on the proceedings, as well as interacting with Congressional staff and business leaders.

I have served as President of our University's Model UN program for the past two years. In this capacity, I have led my team to award winning presentations at both regional and national competitions. Additionally, as a Resident Assistant in the Student Affairs Division, I mentor undergraduate students in their campus living environments through team building exercises, conflict resolution and enforcement of University policies and procedures.

I feel that my relevant coursework, prior experience at the state government level, and proven interpersonal, communication and leadership skills make me a strong candidate for an opportunity with your organization. I would welcome the opportunity to discuss my candidacy in an interview. Thank you for your time and consideration.

Sincerely,

First and Last Name

Enclosure: resume

# FIRST AND LAST NAME

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3261 West State Road, St Bonaventure, NY 14778 (716) 555-1234 lastname@gmail.com

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December 8, 20xx

Catherine Goddard  
Assistant Director  
REAL Kids/Harlem RBI  
333 East 100<sup>th</sup> Street  
New York, NY 10029

Dear Ms. Goddard:

I am pleased to submit my application for a teacher/coach position with the 2013 REAL Kids/Harlem RBI summer program, which I saw listed in St. Bonaventure University's Career and Professional Readiness Center internship database. As a first year student with strong interests in youth development and team sports, I am drawn to this position as an opportunity to make a positive difference in the lives of inner city youth.

I have extensive experience working with children in athletic and arts settings. As Assistant Coach of the Chautauqua County Youth Softball League, I designed non-competitive beginner practices that motivated each player to strive for her personal best. As the girls' skill level, self-esteem, and teamwork grew, several reported having greater success in school. Previously, as Arts Leader for Fine Arts for Kids in Buffalo, I taught arts and crafts to Hispanic youth and initiated cost-free activities that enriched their appreciation of art. As public schools are increasingly cutting funding for arts and sports programs, I am eager to help close the gap for these children however I can.

As a teacher/coach with REAL Kids/Harlem RBI I hope to share with my students the important lessons about teamwork, leadership, and motivation I have learned from softball. I owe my academic success in large part to the committed coaches I had since joining my first softball team at age six. I am excited by the prospect of inspiring your students to play, learn, and grow this summer.

I am available at your convenience for an in-person or phone interview. I look forward to hearing from you soon.

Sincerely,

First and Last Name

# First and Last Name

12 Mantouk Rd., Hamburg, NY 14075

(716) 244-666

[lastname17@bonaventure.edu](mailto:lastname17@bonaventure.edu)

December 10, 20xx

Dr. Thomas Schaeffer, Research Fellow

Roswell Park Cancer Institute

Buffalo, NY 14201

Dear Dr. Schaeffer:

I am writing to express my interest in the Clinical Research Intern position at Roswell Park. I am currently in my junior year at St. Bonaventure University where I am pursuing a bachelor's degree in Biochemistry, with an emphasis on molecular and cellular biology. My professional interests lie in both lab research and clinical healthcare related to cancer. I seek to make a positive impact on the research efforts in the field while also interacting with patients undergoing treatment.

This position particularly caught my attention as it involves clinical research trials, which would complement my previous experience conducting lab research and statistical analysis. This past academic year, working under the direction of St. Bonaventure University faculty member, Dr. Joseph Stevens, I performed assays and experiments supporting tumor research in mice. As a result, I have gained experience conducting research within structured regulatory and quality frameworks including ISO 9001 and GLP. I have also participated in data compilation activities and presenting and reporting of progress and results to faculty members and fellow scientists. Additionally, my work will be incorporated into a scholarly article to be published by Dr. Stevens in the near future.

Through active engagement with my University community as both a Resident Assistant and Division 1 student athlete, I have strengthened my communication, organizational and teamwork skills. In these roles I have consistently demonstrated the ability to successfully manage multiple priorities, work under pressure, and solve logistical and organizational problems. These skills will be valuable in the Clinical Research Intern role, enabling me to analyze and organize data while communicating and interacting with patients.

My enclosed resume expands on my relevant academics, campus involvement and volunteer work. As I prepare for a career in clinical research and patient care, I am eager to gain a more detailed understanding of the field and would be excited to join your team. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

First and Last Name