

SAMPLE INTERNSHIP APPLICATION LETTER

543 Willow Drive
Terre Haute, IN 47802
812-555-7777

March 19, 2009

Mr. John Miller
Data Processing Manager
Industrial Outlet Corporation
293 Corporate Square
Terre Haute, IN 47803

Dear Mr. Miller:

Please consider me for the Information System Administrator Internship that was listed with the Indiana State University Career Center. This internship is of great interest to me as it reflects my career goals and requires my education, skills, and experience.

With majors in mathematics and computer science, I have extensive knowledge of database design and computer programming. In addition, elective courses in finance have provided knowledge of forecasting, evaluating ratios, and analyzing complex and detailed financial information. Moreover, working as a Student Assistant in the IT Lab at Indiana State University developed my ability to communicate ideas clearly and enhanced my skills in troubleshooting software and hardware problems. I feel these skills would allow me to perform effectively in this position. My enclosed resume outlines my experience in greater detail.

I welcome the opportunity to meet with you and appreciate your consideration. Should you need additional information, you may reach me at (812) 555-7777. I hope to speak with you soon.

Sincerely,

Chris Austen

Enclosure