

EMAIL APPLICATION FOR AN INTERNSHIP, BASED ON A REFERRAL

[Subject: Internship Opportunities with CNHRPC]

Dear Ms. Alexander:

Recently, one of my science professors at New England College, Prof. Bob Seaman, gave me a notice indicating that you are seeking interns with the Planning Commission. I am an Environmental Studies major at NEC, and would very much like to have this kind of experience prior to graduation. I am writing to apply for the Road Inventory and/or Library position with you.

In your internship notice, you ask for someone with a “fine attention to detail.” I definitely have that quality. For instance, when working at Belletete’s Lumber Yard, I was required to sort stock by type, length, and other factors that I had to keep firmly in mind at all times. At Atlas Pyrotechnics, I was always an example for how to correctly load a truck. Lastly, a regional manager at American Eagle, where I currently work, once described my area as the “neatest stockroom he had ever seen.” I do take pride in my work, no matter how small the job may seem.

I also have competent writing skills from writing papers, lab reports, and business research during my years at college. Whenever I partnered with a peer in one of my classes to do a project, I would volunteer to be the one to write up the report at the end.

My land planning class, which I took in the spring of 2008, was probably my favorite class. Part of our class work involved planning for building areas and roads using U.S.G.S. maps. I enjoyed compiling and analyzing the information, and making new maps to suggest suitable land use.

I would be available from the entire summer, beginning from June 1. Thank you for your consideration. I hope to hear from you soon regarding a possible internship. I have attached a copy of my resume for your convenience, and will send you a writing sample shortly. I can be reached most easily by email at ecarroll@aol.com, or at my cell phone number, (603) 537-0546. Again, I hope to hear from you soon. I am very interested in working for the CNHRPC as an intern.

Sincerely,

Edward Carroll