

Jane Smith
123 Winter Road, North Adams, MA 01247

j.smith@email.com
413-555-5555

123 Snow Avenue
North Adams, MA 01247

August 1, 2018

Dale Osef
Eldridge Hall 209
Massachusetts College of Liberal Arts
375 Church Street
North Adams, MA 01247

Dear Mr. Osef:

My name is Jane Smith and I am a student, entering my junior year, at Massachusetts College of Liberal Arts (MCLA) in North Adams, MA. I have a strong interest in the position of Career Development Intern within your office. I believe you will find my professional experiences working in education, as well as my academic background in psychology to be a good match for this position.

During my professional career, I have been regarded as an efficient and successful team and independent worker. Much of my experience has been in working one-on-one with elementary school students. This past summer, I worked at several day-camps within the North Adams Public School District. There, I mentored students one-on-one and led group activities. This gave me a strong understanding of what it means to be a leader. It also helped me further understand the needs of individuals and how to address those needs. I know that I can apply those skills as a Career Development Intern. I pay close attention to processes that find success and resolutions for others. My frequent use of the Career Trail Software will also prepare me for this role. The opportunity to use my skills as both an effective listener and problem-solver would be an asset to this role.

I also have a strong academic background and reputation for success as an academic at MCLA. As a Psychology major, I worked with Professor Jones on a research study of human behavior in regards to cigarette smoking. I completed a 10-page research paper for this project. That experience made me a better writer. Another component to my study was presenting at the MCLA Undergraduate Research Conference. That experience helped me hone my public speaking and presentation skills. I hope that you will find my academic achievements to be a strong asset that will help me in this role.

I hope you will find my both my professional and academic experiences to be strong preparation for the Career Development Internship. I would be very excited to take on this role. Please reach out to me for any further information. I may be contacted at 413-555-5555 or jane.smith@email.com. Thank you for your time and consideration.

Sincerely,

Jane Smith