To: janedoe@abccompany.com

CC: Firstname.lastname@hotmail.com

Subject: Computer Science Internship

Dear Jane Doe,

John Anderson recommended that I contact you about a computer science internship with ABC Company. I am a student at Southwest Minnesota State University majoring in Computer Science with double minors in math and business. ABC Company is not only a pioneer in the IT industry but also ranked one of best places for women to work by Forbes Magazine.

I have worked the last two summers at XYC developing software for the *Help at Home Project*. This project was established to teach rural teenagers the fundamentals of computer programming and design. Coupling this experience with my academic coursework I believe I could be instrumental in assisting your company. **Skills of immediate value**:
- Demonstrates ability to provide technical assistance and training to computer users
- Ability to work independently and as a team member on group projects
- Skillful at getting diverse groups to work together
- Willing to travel and/or relocate

I believe I can offer ABC Company a unique combination of technical skills and database management. I would like to meet with you to discuss any available opportunities within your company. I can be reached at (507) 111-1111 or firstname.lastname@hotmail.com. I look forward to hearing from you.

Sincerely,

First Name Last Name
Address
City, State Zip
Phone: 507-111-1111
Email Address: firstname.lastname@hotmail.com