You have recently learned about an opening for an internship at a local company that you are interested in.

Write a letter to the director of the company. In your letter,

* introduce yourself
* explain how you learned about the internship
* explain why you would be suitable for the internship

Dear Sir/Madam,

I am writing to you to express my sincere interest in the internship which you recently advertised.

I am currently a graphic design student at Loyola University here in Chicago and am in my third year of study. I am from Chicago and have lived my entire life in the region and have also long been an admirer of your firm.

I learned about the internship from an advertisement I saw last week in Crain’s Chicago Business newspaper. I am interested in finding an internship and frequently read this publication in search of suitable opportunities. The moment I saw your company’s advertisement, I knew the position was perfect for me.

I would be a great addition to your team at Periscope because I am very passionate about graphic design, and also have an educational background that fits your firm’s criteria. I would love to explore this passion during an internship, and am also very familiar with your firm and the region.

I look forward to hearing from you.

Kind regards,

Maria Maldonado