

# Career Services

Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938  
217-234-5288

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August 26, 2007

Ms. Debbie Jones  
Human Resource Manager  
Target Company  
1234 Sample Street  
Mattoon, IL 61938

Dear Ms. Jones:

(In the first paragraph you are simply stating the position you are applying for and how you learned about it.)

Mr. Scott Smith, business instructor at Lake Land College, recommended that I contact you regarding the web page design internship available in your office.

(In the second paragraph, detail two or three skills that you possess and state HOW those skills or relevant experience will benefit the employer.)

Extensive training and use of various web design software packages will enable me to contribute quickly to your organization. This decreased training time translates to more projects being completed throughout the internship. In addition, training in design elements will allow me to customize each project to the customer's specifications and provide a unique end result. I take pride in my work and do not consider a project finished until the customer is completely happy. These skills, and many others, are highlighted in my professional portfolio. I welcome the opportunity to share my work examples and professional development during a personal interview.

(In the third and last paragraph, state your appreciation for their time and how you can be reached.)

Thank you for your time and consideration. I look forward to meeting with you to determine how my skills can best be used in your organization. During business hours, I can be reached at (217) 234-5288.

Respectfully,

Career Services

Enclosure: Resume and References