

Home Address  
Phone number and email

Date:

Dorothy Surowiec  
OIT  
Lederle Graduate Research Center  
740 North Pleasant Street  
University of Massachusetts  
Amherst, MA 01003

Dear Search Committee:

I was very interested to see your advertisement for the \_\_\_\_\_ Internship at the University of Massachusetts/Amherst. I have been seeking just such an opportunity for summer 2008, and I think my background and your requirements may be a good match. Please review my attached resume.

Of particular note for you and members of your committee are my accomplishments with Visual Basic programming and database applications. I am currently a grader for a class titled Architecture of Database.

Consider the following:

*List or describe all your academic and work experiences that will show that you fulfill the requirements for the internship as listed on the job description.*

1. **Familiar with Visual Basic, HTML and JavaScript.**
2. **Supervised the computer lab and assisted students with hardware and software issues.**
3. **Designed a website using HTML, as a class project**

The \_\_\_\_\_ Internship would be a valuable career experience for me, and I welcome the opportunity to meet with you in the future.

*Include contact information so we can contact you in case we have questions or concerns.*

If you have questions, please call me at \_\_\_\_\_ or email me at \_\_\_\_\_ . I look forward to hearing from you soon.

Sincerely,

Internship Candidate