



Ben Miftari

123-456-7890 no_reply@example.com 1234 Main Street Anytown, State ZIP

October 31, 2013

Trenz Pruca
Company Name
4321 First Street
Anytown, State ZIP

Dear Trenz,

My name is Ben Miftari, a student majoring in Communication Design at New York City College of Technology located in nearby downtown Brooklyn and part of the City University of New York collegiate network. I have been selected by the new Director of Internship Opportunities, Dr. Pla Y. Doh, to write and introduce myself and to contact local businesses within our course field to develop an internship program. Our goal is to demonstrate not only the benefits of an internship program, but also how this program with New York City College of Technology would be beneficial to organizations like yours and to future designers.

As you may already be aware, an internship program is crucial in the development of a students' skills as a designer and growth as a professional by providing an important capstone experience to our collegiate career. Nowhere is there a better opportunity to gain real-world experience than through an internship working closely with professionals. It also has the added benefit of developing lasting relationships that can last an entire lifetime.

The advantage of developing an internship program with City Tech is having local talent nearby from Brooklyn, which in recent years has emerged as a creative center for designers, professional and student alike. Also, selected students will be well qualified in order to be considered for an internship. These qualifications are, but not limited to:

- Four courses in area of internship with grades of "B" or better.
- 100 hours minimum in the workplace per semester.
- Must involve substantive work supervised by a qualified workplace mentor.

- Mentors must also provide a short weekly evaluation or each intern.

Furthermore, Dr. Doh is implementing a new onsite assessment program for workplaces interested in City Tech interns. Dr. Doh or a member of her staff will visit potential employers and assist in identifying an organizations areas of need where an intern may be provide the most value and gain the most experience.

As designers, we are always looking for new and different ways to gain experience and inspiration and this program is another way of expanding our capacity to learn and communicate design more effectively.

I would ask that you simply consider all the benefits I have laid out and begin to learn more about the program by contacting Dr. Doh and expressing an indication of interest. You may contact Dr. Doh at:

Dr. Pla Y. Doh
Director of Internship Opportunities
CUNY- New York City College of Technology
City Tech Placement NG-08
300 Jay St
Brooklyn, NY 11201
(718) 260-5000

We look forward to hearing from you.

Thank you,

Ben Miftari, Junior