**To:**  Whom It May Concern

**From:** Betty Chan

**Subject:** Why You Should Contact the Director of Internship Opportunities at City Tech

Each year, corporations recruit newly graduates from colleges and universities to offer them an opportunity in their company. Demand for graduates with niche or technical skills in the field is scarce. By recruiting interns, who will be working under a supervisor in the field will help prep them for the ongoing future of the company. However, of all the colleges and universities out there who is offering an internship program for your company to collaborate with, it may be problematic.

The most beneficial goal for company like yours is to recruit interns and to train them into professionals who would be able to work in the field efficiently. Vice versa, an intern’s goal in working in a company like yours is to gain experience throughout their course of work to further advance their career in the future.

Interns may be a novice in the work place at first, without having any knowledge of how the company functions. But after months and perhaps years of working in the company, under supervisions from their superiors, somewhere in the not so far future, they will eventually become one of the company’s valuable assets.

Of the numerous academies in New York, New York City College of Technology is one of the institutes who provide the finest internship programs for their students. The program admits students who meet the following standard requirements:

* Four courses in area of internship with grades of “B” or better.
* Able to commit a minimum of 100 hours in the workplace.
* Must involve substantive work supervised by a qualified workplace mentor.
* Mentors must provide a short weekly evaluation for each intern.

In addition to students excellent grades in their courses, recommendations from their professors are also accounted for in determining whether or not they are eligible to partake in the program. This ensures that student’s behaviors and competency allows them to enter into the “real business world” without any difficulties.

Faculties of the internship program strive to make sure that students who gets accepted into various companies for interns, know what they are doing and giving the best they’ve got into that field environment. Not only does a students’ performance reflect their own competency, it also reflects that institute’s reputation on producing outstanding interns for the business industry.

In addition to the internship program, City Tech College has also launched a new onsite assessment program for workplaces considering mentoring City Tech interns. Staffs will come to the workplace and help potential employers assess their own needs and discuss about how the internship program will benefit them.

Please feel free to contact the Director of Internship Opportunities at City Tech. She will be glad to assist you in every ways she can. Her address is as follows:

Dr. Pla Y. Doh

Director of Internship Opportunities

CUNY – New York City College of Technology

City Tech Placement, Room NG-08 300 Jay Street Brooklyn, NY 11201

Sincerely,

Betty Chan