



NEW YORK CITY COLLEGE OF TECHNOLOGY

Date:

Company Name:

Address:

City, State, Zip

Dear Employer:

My name is Brittany Gilkes and I am currently a student majoring in Art and Advertising Design at New York City College of Technology. It has come to my attention that internships are a way for students to develop skills on-site and develop relationships to build up competitiveness on the open job market. In realizing this, it would be in our best interest if you would offer highly qualified City Tech students in the Art and Advertising Design program, an opportunity to experience work in this field. Having knowledgeable interns at your company will help them to develop their skills, help them to achieve a career in this field, and become professionals in the future.

City Tech prides itself on being a leader in applied educational practice by providing internships for students. Students in Art and Advertising Design are capable of using software applications like InDesign, Photoshop and Illustrator to use for work such as desktop publishing, digital imaging, and vector art and web design. The skills these design students will know about are lettering and type, classifying them, kerning, tracking, leading, resizing and placing type, layout designs, composition, and knowledge of drawing, painting and color. With this experience interns will be able to design layouts for articles, create typographic posters and illustrations for numerous things and much more.

For students to become an intern they must have four courses in area of internship with grades of a "B" or better. Students must have 100 hours minimum in the workplace. Employers will need to provide substantive work supervised by a qualified workplace mentor. Also mentors must provide a short weekly evaluation for each intern.

City Tech students are willing to be exceptional interns. They are very motivated and are open to learn new information and skills from your workplace. If your company is interested in our internship program I strongly encourage you to contact our Director of Internship Opportunities at City Tech, Dr. Rita Y. Doh. You can find her at:

Dr. Rita 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

We hope to hear from you soon. Thank you.

Sincerely,

Brittany Gilkes