



Nunc sit amet

Vivamus porttitor  
Nulla ut ante ac mauris  
ultrices ut ut lectus.

To Whom It May Concern:

Is your company looking for Interns? Not sure where to look? Is Craigslist getting you nowhere? Then look no further; New York City College of Technology is here. City tech is a deep-rooted institution offering internship programs to help businesses. The primary goal is to get students to the destination of their required field and the necessary skills to do any job within their field. Before you ask why chose this school for internships at your company look at our qualification.

All interns at New York City College of Technology are required to:

- Take four courses in area of their internships, with grades of a “B” or higher.
- Minimum of 100 hours within the workforce
- Once work is complete must check in by employer to ensure adequate work.
- If the intern fails to meet theses requirement by the weekly evaluation, the school would notified us to resolve the issue.

This would ensure that the company standards are uphold. The interns at city tech are motivated and willing to learn any new skill from your workplace in order to get the job done correctly. Not only are they are motivated they have the qualifications to be exceptional interns.

I can see your company is very hard working, and you are focus on getting the work done in a timely manner with professionalism. This it is what we strive for at city tech and why we push our students so hard. The students in the Communication design program are capable of using most to all of the software application within their field. Also they had learned layout design, composition and a keen eye for designing. I feel these are very important qualities for your company. By giving design students at city tech a chance to intern for you I feel that you’re not only benefiting us but your business as well with great employees.

If you're interested in internship program I strongly encourage you to contact direct of internship opportunities at city tech, Dr. Rita Y. Doh. I have enclosure her information below. Thank you for your consideration in our internship program.

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

