



DATE: December 16, 2013

TO: Anthony Vellon (Director Executive for Adobe Corporations)

FROM: Carla G Torres (Intern at the Internship Opportunities department)

SUBJECT: Recruiting Internship Positions for Students

Dear Mr. Vellon;

I recently came across an ad published online for an Internship position as a Web Designer for your organization. I am pleased to have the opportunity to introduce the prospect of beneficial partnership between New York City College of Technology's Placement Office and your prestigious organization. As you know an important part of university is participating in internships from companies related to the field of study in which the students' knowledge is tested and where skills are developed at a professional level with efficiency and effectiveness.

The New York City College of Technology is looking for a company in which can help our students from the Advertising and Design Major to develop and practice their professional skills. As a student at the New York City College of Technology, I can ensure your company that we are being taught by highly qualified professors. The New York City College of Technology wants to be part of the practical education process of future professionals in our country. As students we are provided with all we need to implement to our knowledge and gain the experience that the labor market requires.

The Internship Opportunities Department has created the following requirements for the interns:

- We require that our seniors must also be enrolled in 4 courses related to the Advertising and Design field of the internship and pass those courses with a B or better.
- 100 hours minimum in the workplace
- We ask that the workplace provides enough work experience along with a mentor that will follow up on the development of the student's work and progress.



Our Placement Office will work with you to recruit the right candidates for the available positions. The goal of these practices is to learn and gain knowledge and skills during the final semester of studies. This internship is vital to the student's professional and personal growth.

I sincerely hope that we will be able to establish a partnership where Adobe Corporations can provide valuable professional experiences for students in their last semester.

If you are interested in collaborating with the Internship Opportunity Department please contact the Director of Internship Opportunities, Dr. Pla Y. Doh to learn more information.

Below is listed her contact information:

Director of Internship Opportunities at City Tech Dr. Pla Y. Doh

CUNY, Room NG-08 300 Jay Street

Brooklyn, NY 11201.

Yours sincerely,

Carla Torres