



Elvira Gatina
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December 10, 2013

Recipient's name
Company name
Address

Subject: Internship for students

Dear,

I am, Elvira Gatina, a student from Art department, writing this letter on behalf of NYC College of Technology students. College is looking for potential internship opportunities for qualified students. The college's goal is to prepare students for job market and develop their competitiveness, while your company can get some help form outside that won't cost you any extra spending. (Internships usually are not paid, unless the company will put interns on some minimal wage.) Thus, NYC College of Technology is offering collaboration that will benefit your company as well as students.

City tech students with strong qualities such as professionalism, willingness to take instructions, and ability to contribute will bring fresh ideas to your company. Often companies hire good interns, so our collaboration can be also a good recruiting for your company. College is also planning to send their staff to see how intern program helps your company. NYC College of Technology qualifies only students with four courses in area of internship with grades of "B" or better, meaning that the best students only will

get a chance for internship. No doubt, that all these benefits will have positive impact on your company.

College has some requirements for employers also:

- 100 hours minimum in the workplace
- Must involve substantive work supervised by a qualified workplace mentor
- Mentors must provide a short weekly evaluation for each intern that will help us analyze each student strengths and weaknesses along with general level of competence of all interns.

We are sure that all advantages will outweigh any disadvantage that your company personally might have. If you are interested in collaboration with College please respond promptly and contact Director of Internship Opportunities at City Tech Dr. Pla Y. Doh to learn more information.

Please use following address for contact

Director of Internship Opportunities at City Tech Dr. Pla Y. Doh
CUNY, Room NG-08 300 Jay Street
Brooklyn, NY 11201.

Signature,

Elvira Gatina