

4118 Crescent st.
Long Island City, NY 11101
March 2, 2015

Director, Human resources
NBCUniversal O&TS
New York, NY

Dear

I have learned from your Web site that NBC is hiring undergraduates for summer internships program. The NBCUniversal Operations & Technical Services Internship Program interests me because your program gives interns an opportunity to see how the largest broadcasting company operates, and to work in variety practical fields.

I do not have any work experience yet, but I have learned some skills and knowledge related to the telecommunication field from the college. Some positions your company looking for require technical knowledge or skills related to electrical engineering or telecommunication. During my college years, I have studied electrical field for two years and telecommunication field for 1 year, so I have taken some classes studying that kind of subject. Moreover, the degree I currently enrolled is BTech degree, so I have many experience of hand-on work with tools from hardware to software. Also, I used to work as a team, because I have taken many classes to experiment lab with other students. I believe that I can ably perform the task of summer internship program with these skills.

I look forward to an interview with you at your convenience. Please telephone me at (917) 444-2330 or e-mail me at jina.lee@mail.citytech.cuny.edu. Thank you for your consideration.

Sincerely,

Jina Lee

Enclosure: Resume