

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

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

Dear department of human resource

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.

While I do not have any work experience yet, I have learned practical skills and knowledge related to the telecommunication field at the New York City College of Technology. I can fulfill the electrical engineering and telecommunication requirements of this position, because 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 am 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