

Google Internship  
76 9<sup>th</sup> Ave  
New York, NY 10011  
United States

To whom it may concern:

I am writing to apply for the Technical Writer Internship for the summer of 2018 at your New York location for google that is being offered on your website careers.google.com. If you take a look at my resume, you will see that I have the experience to fill this position.

I have experience when it comes to technical writing and fully understand the responsibility and what it entails. Looking back at my resume, you can see that I am currently studying at New York City College of Technology for Professional and Technical Writing and should be done in the fall of 2018. I have taken courses that have helped me understand what it means to be a technical writer and developed many skills in the process. I have been given documents to edit and revise throughout the courses that I have taken as well as writing descriptions for a product that was to be sold online. I've also worked on how to guides for certain products such as how to use Microsoft, and quick reference guides for Moodle. I also do my own free writing on my own time, and upload it to my Tumblr page. I have assisted others with many of their own documents, and revised their work as well. I hope to use the skills that I have learned and apply them to this internship

I hope that you'll give me the opportunity to discuss my qualifications and experience further. Please give me a call at your earliest convenience.

Thank you very much for your consideration.

Sincerely,  
Ethan Reyna