

PORTFOLIO ASSIGNMENT #5

PERSUASIVE MESSAGE

This is a generic letter prepared in the hopes that it may influence a company to participate in the internship program here at City Tech. It is formatted so that it could be used for any company that may be interested specifically the Legal Studies Internship program.



Dr. Pla Y. Doh
Director of Internship Opportunities
CUNY – New York City College of Technology
City Tech Placement, Room NG-08
300 Jay Street
Brooklyn, NY 11201

Date

Company Name
Address
City, State, Zip

Dear _____,

Would you like to recruit highly qualified and motivated interns that bring a fresh perspective to your workplace environment? If the answer is yes, I would like to offer you the opportunity to participate in the Legal Studies Internship Program available here at City Tech.

It is a requirement that all Legal Studies majors complete four legal courses with grades of "B" or better, so the intern candidates are at the top of their class academically. The interns in the highest percentile would have all A grades. Also, we will soon be offering services to potential employers considering mentoring City Tech interns through our new onsite assessment program. Myself, or a member of my staff, will visit your workplace and help you assess how the internship program can help you.

If your company is interested in having a City Tech student become an intern at your firm please feel free to contact me at (718) 260-0700 for further information.

Best regards,

Dr. Pla Y. Doh