



CUNY - New York City of Technology
City Tech Placement, Room NG-08
300 Jay Street
Brooklyn, Ny 11201

Recipient

Recipient Address

Date

City Tech's Internship Program Wants You!

With the increasing demand for selecting the best candidates, finding the best is like finding a needle in a haystack, but look no further the simple solution to this dilemma is hiring an intern from CUNY- New York City College of Technology. Selecting an intern from our college has many rewarding factors that not only make business sense, but also has the opportunity to excel the productivity of your business by increasing workflow for less, while providing valuable experience our students need.

Internships are earned opportunities for qualified candidates and make no mistake our students are very qualified. We ask that you be a part of our Advertising & Graphic Arts Internship program our students are highly motivated individuals with four years of training with graphic design software applications such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Premiere along with skills in photography, typography, layouts, package design, grid systems and photo retouching.

There are a few basic requirements of City Tech internship program

These requirements include:

- 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

We understand that the internship experience could be challenging for businesses who haven't implemented it before so we are in the process of piloting a new onsite assessment program for workplaces considering mentoring City Tech interns, where a member of our Internship opportunities staff will come to the workplace and help potential employers assess their own needs and how we can help them.

Hiring an intern from New York City College of Technology enables you to bring in a new educated employee who works diligently for little or no money who will showcase their talents and gain the experience that one day will hopefully jumpstart their careers. Experience is priceless and our college has already provided our students with the education they need but only you can give them the experience that will lead them to the job of their dreams.

We appreciate your time and consideration of our program and we hope to hear from you soon. For any additional information please feel free to contact me and I will be more than happy to help.

Sincerely,

A handwritten signature in cursive script that reads "Pla Y. Doh".

Dr. Pla Y. Doh

Director of Internship Opportunities

(718) 675 - 2788