

March 23, 2013

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

Marc Levitt  
MSLK  
23 Front Street  
Brooklyn, NY 11201

Dear Mr. Levitt,

We, at New York City College of Technology, are developing a new graphic design internship program and we would love to have your company be a part of it.

New York City College of Technology prides itself on being the only CUNY school that offers a Bachelor in Communications Design and are one of the few design schools that have open registration which doesn't require students to have a portfolio for admission, however we do require one for graduation, as well as, a thesis we call final project.

We believe our students can learn a great deal interning at your company about, not only design, but about the process and handling clients which will not only solidify what they have learned in classrooms, but give them an opportunity to solve real world creative problems and apply what they've learned in the classroom to the workplace.

Some of the benefits to having graphic design interns are the following:

- Being a mentor
- Having a fresh perspective for design projects
- Assign tasks to your intern(s) to aid art directors with large branding projects
- Review potential future employee without paying to train them

In return, we will have our interns readied for interviews with a resume and portfolio in hand for your review and we ask that you provide the following:

- 100 hours minimum in the workplace
- A short weekly evaluation for each intern that we will provide for you to complete
- Must involve intern in substantive work supervised by a qualified workplace mentor/supervisor.

If this program is something that would interest you, please feel free to contact me or email me at [pdoh@citytech.cuny.edu](mailto:pdoh@citytech.cuny.edu). Thank you very much.

Sincerely,

Pla Y. Doh