



Date: November 3, 2013

To: Whom This May Concern

From: Dr. Pla Y. Doh

Subject: Internship Opportunities For Our Studen

At City Tech we take pride in our students and their ability to meet their fields industry standards. In our new campaign we are recruiting Brooklyn business and various industry partners to provide internship opportunities for students. I am writing to you today to explain City Techs Graphic Arts Department.

The following are some of the standards we up hold to in our department:

- High technical standards
- Keeping up with the new trends and media
- Giving our students all the available resources
- Teaching our students what is expected in the work place

We currently hold high standards for all students that want to be apart of our new internship program. We currently are accepting students with a minimum GPA of B. They will work a minimum of 100 hours in the work place. Students are to have a mentor in the work place; with this person they will work closely with helping and learning as much as possible. The program also asks mentor to provide Dr. Doh with a short weekly evaluation of the intern.

Also Dr. Doh has made one of her topo prirpritird to make sure businesses understand the importance and benefits for having students work in their company as interns. So Dr Doh is starting an on site assessment program to help companies understand this. Overall the program has a strong standing point and it sees a bright future a head of its self. For more information please contact DR. Doh at (718) 222-2222.

Sincerely,

Dr. Pla Y. Doh  
Director of Internship Opporunities  
(718) 222-2222