



300 Jay Street, Brooklyn NY 11201

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Subject: Internship Opportunities

Dear [Recipient Name],

Today, in a world driven by technology it is necessary to have the right kind of technical support to keep these systems running at an optimal level. Students from The New York City College of Technology (NYCCT) are here to fulfill that technical need and we need your organizations help to do it. NYCCT in Brooklyn prides itself in providing students with an education in various technological fields that meet or exceed industry standards. In order to better prepare our students for the work force we currently provide 100s of internship opportunities in the metropolitan area.

The guidelines we have in place for our Internship program helps ensure quality of experience between all parties involved. All of the students involved must have a "B" or better in four courses related to the internship. To increase the learning experience of the opportunity, we require the following of the internship location:

- 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.

Please contact me if you would like more information about our Internship Opportunity Program and let me know how we can help you find the right candidates.

Sincerely,

Dr. Rita Y. Doh  
Director of Internship Opportunities  
City Tech  
512-621-1234  
[Rita.Doh@mail.citytech.edu](mailto:Rita.Doh@mail.citytech.edu)