

143-03 Hillside Avenue
Jamaica, NY, 11435

February 2017

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, State, ZIP Code]

Dear [Recipient Name]:

I am currently a student in my final year majoring in Communication Design. I am inquiring with your organization about a possible internship in the area of graphic design.

I believe to be the perfect candidate for the position because of my love for the team and graphic arts. I also have the required skills and qualifications and the ability to accurately interpret my client's needs and goals which leads me to believe I can successfully fill this position. I would be delighted to have the opportunity to apply my knowledge and skills gained during my 4 years of experience as a graphic designer within your organization.

In addition, I have a portfolio that I can send to you if you need information in addition to my resume. My portfolio outlines the different student and personal projects that I have completed and the computer software programs used to accomplish them.

Thank you for your time and consideration.

Sincerely,

Edwin Jaramillo