

Colorado C. College

123-456-7890 | email@coloradocollege.edu | linkedin.com/CC | Colorado Springs, CO

June 21, 2023

Julie Oak
Human Resources Manager
The Bergen Gazette

Dear Julie Oak,

I am very interested in pursuing a summer internship at The Bergen Gazette, and I hope you will consider me for the position. I heard about the internship from a family friend Ken Ginnis who retired from the Gazette last year. I am excited to contribute to the Gazette's diverse and spirited journalistic team. I am confident that the writing and investigative skills I have acquired over the last three years as well as my hometown knowledge of Bergen will be an asset to your team at the Gazette.

During my term as a staff writer for the Catalyst, Colorado College's weekly student newspaper, I acquired hands-on interviewing and writing skills by conducting over twenty interviews and writing articles for our weekly feature "Get to Know CC." As the News Editor and later the Features Editor at the Catalyst, I have developed practical journalism knowledge of working with writers, sticking to deadlines, and curating excellent content. Earlier this month, I was named next year's Catalyst Editor-in-Chief, and I am eager to get started in that new capacity. Additionally, my role as the Distribution Manager for Cutler Publications has provided me with the organizational skills to manage the logistical aspects of printing and disseminating the news.

In addition to my practical experiences, my minor in Journalism has taught me the basic tenets of the trade. A position with a respected citywide publication such as the Gazette will allow me to apply what I have learned thus far in the field and in the classroom. My future plans include working for a newspaper for several years before attending graduate school. A summer internship at the Gazette is the perfect opportunity to contribute to a high-level team and continue my journalistic education.

Thank you for your time in considering my application. If I can provide you with any additional information, please contact me at (201) 545-1781. I look forward to talking with you soon.

Sincerely,

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June 21, 2023

Ned Niffersen
Program Director
PHAMALY

Dear Ned Niffersen,

I am writing to express interest in an internship position at PHAMALY this summer. I first read about PHAMALY in the Denver Post's article about your Beauty and the Beast production. I was impressed by how hard your company works to create a place for disabled people within the fine arts. As a hearing-impaired cellist, your mission resonates personally with me. Like PHAMALY, I believe that the arts can be accessible to everyone; what limits us are the restrictions we place upon ourselves. In addition to my enthusiasm for your company, my significant involvement with music coupled with my experience coaching students make me an ideal intern.

Music changed and enriched my life because it opened a creative outlet for me. I find that some time spent immersed in my music often gives me a fresh perspective. In high school, I had the opportunity to teach beginning cellists within my community. As an instructor, my job was to stir up excitement in the students and help them to understand the accessibility of music while challenging them to grow. Through this one-on-one instruction, I found communicating my passion for music required as much listening as it did instruction; each student posed a new challenge due to different individual strengths. At PHAMALY, I will utilize these deep listening and creative thinking skills to work with students to reach their full potential. Also, last spring, I had the opportunity to play for the Denver Young Artists Orchestra and work with Colorado Symphony orchestra members in Denver to improve my musical abilities. My involvement in the local musical community has inspired a passion in me to help people find the same enjoyment in the arts that I have developed.

In addition to my teaching experience, I am an intern in the Career Center at Colorado College. This experience has given me a strong foundation in office and administrative work; taking phone calls, responding to emails, performing data entry, and managing databases have become second nature to me. What has been most rewarding for me has been working directly with our students and alumni to successfully represent themselves to potential employers.

I am thrilled at the prospect of advancing PHAMALY's dedication to challenging the broader community to question stereotypes and pushing disabled people to explore and grow in areas not typically offered to us. I will follow up with you by phone next week to schedule a time to further discuss what I can contribute to the PHAMALY team.

Best regards,

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June 21, 2023

Research Department
Rocky Mountain Biological Laboratory

Dear Hiring Manager,

I am very excited about the Research Associate position with the Rocky Mountain Biological Laboratory, and I hope you will consider my application. I recently graduated from Colorado College as a Biology major and spent three of my undergraduate summers working in the field with expert Biology professors. I have the foundational knowledge, research assistant experience, and data processing training to contribute to the lab's crucial projects.

As a research assistant for the Colorado College Biology Department, I mastered many of the key laboratory skills required for this position. These include gas and liquid chromatography, and nuclear magnetic and infrared spectroscopy. These skills and my dedication to the work earned me the chance to return to the same lab the next summer and continue the research. I worked with my professor to collect and catalog a record number of samples, which has moved the study forward on a significantly faster timeline.

My extensive biology background and lab data entry skills are supplemented by knowledge of the biology and ecology of the Rocky Mountain region that I have gained in my time as a student. Colorado College's Block Plan, in which students take only one course at a time for three and a half weeks, allows for experiential learning opportunities such as field trips to study the course material first-hand. Truly, the Rocky Mountains have been my most-valued classroom. I hope to bring my knowledge to your lab and continue my own research education by contributing my highest quality of work to your projects.

Thank you very much for your time and consideration. If I can provide you with any additional information, please feel free to contact me at (617) 555-2345. I look forward to hearing from you soon.

Sincerely,

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June 21, 2023

Jewel Facet
Recruiter
Amazon

Dear Jewel Facet,

Please accept this letter of interest for a position in the Amazon Services Undergraduate Program as advertised through the Selective Liberal Arts Consortium (SLAC). Upon graduation from Colorado College, I will be prepared to utilize the academic concepts and business skills I have acquired to contribute to Amazon's first-rate level of customer service. Furthermore, as a longtime customer of Amazon who has always had positive experiences, I would be thrilled to have the opportunity to work for a company of whom I can be proud.

My liberal arts education has provided me with a strong foundation in my International Political Economy major as well as interdisciplinary studies. Specifically, I have the skills to think critically, read closely, and write well in a fast-paced environment. I have developed these skills while working on Colorado College's demanding Block Plan system, in which students take one class at a time for three and a half weeks. This schedule taught me to break down and solve complex problems by fully immersing myself in multiple projects related to that subject. I am trained to rapidly acclimate to new situations, significantly decreasing the time necessary for me to learn new material. For example, during my time at the nationally acclaimed graphics engineering company National Instruments, I constantly faced new challenges. Through the combination of my adaptability and tenacious work ethic, I was able to quickly and efficiently complete different assignments. As a first-year intern, and later as a senior intern, I was assigned to projects and given little to no supervision. As a result, I learned to research project histories and to ask key questions of the experienced professionals at the company to gain a clear understanding of expectations to execute two large-scale video projects for client business launches. The final product was crucial because it allowed us to see what we had accomplished as a team and to take pride in our work.

During my college years, I cultivated a strong desire to persistently learn. I am never content to settle, fueling a passion for continual growth that pushes me to excel at whatever I do; it is for this reason that Amazon's culture of excellence appeals to me. Additionally, I believe that excellence is achieved through collaboration. The colleagues that I have had the privilege of working with have shown me how to work independently, but also how to cultivate effective business relationships and to value each team member's ideas. This inspiring collaborative atmosphere is an evident part of Amazon's company philosophy. I am certain I will fit well within Amazon because I too am committed to producing excellent results while staying positive and energetic.

The chance to work at your firm that not only does great work, but also has such a strong presence in this industry, is exactly what I am searching for to begin my post-graduation career. Thank you for your time and consideration. I look forward to speaking with you more about the skills and experience I can bring to this position. You can reach me at (619) 958- 3625 or at Alejandra.Casals@coloradocollege.edu.

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June 21, 2023

Tetra Tech
7222 Commerce Center Dr #150,
Colorado Springs, CO 80919

Dear Hiring Team,

I am submitting my qualifications for the Environmental Stormwater Field Sampling Technician position with Tetra Tech. I have a strong interest in renewable energy, conservation, and solving environmental problems through economic tools and scientific research. As a graduated environmental studies major from Colorado College, I have spent much of my academic career creating, planning, and running sustainability initiatives on campus. If given the opportunity to work for Tetra Tech, it would allow me to further develop and refine my skills as an environmental scientist to collect data for the purpose of creating a more sustainable future.

As an Environmental Studies major at Colorado College, I have carried out soil and water samples for multiple courses. I worked to create and sustain an accessible food system in Southeast Colorado Springs. To accomplish this task, I first created a ARC GIS map of areas to construct community gardens within Colorado Springs. To access the viability of these community gardens we examined the soil and water quality levels of the potential areas. For three weeks I drove to 7 lots to collect 20-60 grams of soil and 10 water samples from 3 different bodies of water. After I gathered the samples, I processed them in the lab for elemental concentrations and contaminants. For my job, I collected the water samples to be contained within test tubes, and in the lab, I weighed, cleaned, dried, and inserted a very precise ratio of water within the soil samples to be packaged and prepped for an ICP-MS machine. Due to this lab and fieldwork experience, I feel confident I will be able to perform stormwater sampling in compliance with Colorado Department of Health and Environment (CDPHE) permits.

As someone who has created and is running his own startup, I have had to be incredibly detail oriented and thorough with documentation. For getting my venture started I have applied for and received over \$30,000 in funding from 5 separate grants and scholarships. This process required me to not only manage a significant budget but also be very tedious with organizing my applications and monitoring the channeling of funds. As for operating my venture, I have had to pursue and manage complex documentation for acquiring an LLC, general liability insurance, an EIN, and sales tax documentation. Additionally, as my business is centered around sustainability I have had to conduct and record research, surveys, interview, and concept tests, and track the environmental impact and movement of thousands of dollars' worth of products. The skills required of me to construct and run this business are highly transferable to this position.

Thank you for your time and consideration. I believe that I am a strong candidate for this opportunity due to my education as an Environmental Studies major and my experience starting and operating a sustainability-based business. If given the privilege to work for Tetra Tech, it would allow me to advance my career as an environmentalist and contribute to a more sustainable future. I look forward to hearing from you and please feel free to reach out if you have any questions.

Sincerely,

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