

Chandra Watkins | 4 Church Street | Sometown, NJ 08888 | (555)555-5555
chandra@somedomain.com

[Date]

Mr. Stephan Scheck
Innovation
6553 Carlisle Drive, Suite 300
Los Angeles, CA 90048

Dear Mr. Scheck,

I would like to apply for a summer internship position with Innovation. I learned of your company through the placement center at University of Missouri.

I am currently majoring in architecture at the University of Missouri and will receive my degree this spring. While I have a comprehensive architectural background, my emphasis is on rehabilitation and renovation. I feel that your firm places prominence in similar areas and having the privilege of serving as an intern with you will give me that further exposure I need to advance my career.

Upon graduating, I hope to work for a firm that specializes in rehabilitation and renovation architectural development and eventually start my own firm. With the right opportunities and experience to cutting edge projects and designs, I believe I can achieve this goal. I hope to with your firm's help.

I previously held a summer internship at Smithers & Associates, a St. Louis-based architecture firm. While there, I used CAD technology to help design floor plans for a multi-level retail space. I also used the drafting techniques I learned on the Digital Terrain Monitor (DTM) to assist on the redesign of a movie theater in downtown St. Louis. This could be of interest to you, as I recently read on your website that Innovations will be renovating three entertainment venues in the coming year.

I would like the opportunity to meet with you to discuss any internship opportunities you might have. Please let me know if you have any questions or would like to see some work samples. You can reach me by phone at (444) 536-1212 or by email at cwatkins@email.com.

Thank you for your consideration.

Sincerely,

Chandra Watkins