

Sample

Elizabeth Singer
P. O. Box 1234
Old Town, Maine 96184
(310) 825-5555



September 26,2001

Saundra Butcher
Internship and Summer Institute Coordinator
M.A.T.E Center
980 Fremont St.
Monterey, CA 93940

I recently learned about your internship involving the Ocean Drilling Program through my college, Maine Maritime Academy. I realize what a beneficial experience working on board a ship is and how important learning about the geology of the Earth is. I am very excited to have learned about this incredible opportunity as I have an active and large interest in the geology field. I believe that with my skills and enthusiasm the Ocean Drilling Program could only benefit from my participation in their internship.

In the past I have had experience with geology and seismic activity through courses offered at my school. I have already taken introduction to physical geology, physical oceanography, as well as physics 1. I am currently enrolled in sedimentology, marine geology, ecology, and physics 2. On my own time I have explored many on land sites, but my passion is to work in the ocean.

My career goals in life are to become a marine biologist and physical oceanographer. My love has always been marine biology, but after many of my experiences here at the academy my focus has shifted from solely marine biology to include physical oceanography. Just this past December and January I was fortunate enough to go to the Bahamas for the tropical marine science program. Once there I became fascinated with the physical aspects of the ocean. I feel that my academic background has prepared me for an internship such as the one you are offering. I have experiences in the following fields: Chemistry, Biology, Geology, Marine Science, Physics (I, II), Calculus (I, II), Marine Biology, tropical marine science, as well as other skills. I also possess experience with bottom grabs, CDT's, sampling, sediment collection and testing, and rock/mineral identification. My other skills include strong reading and writing ability, mostly due to four years of debate and high-level English courses. My position as a mapping technician and field crew leader gives me an added advantage of some technical drawing ability and mapping ability.

I also possess a variety of skills ranging from people skills and teamwork ability, but to public speaking and presenting. I enjoy being around large groups of people and I further enjoy listening to what information people can offer me, not only about my projects but also about other fields of study. Many of my skills are also passions that I wish to further enhance through internships.

I feel that this internship would be of great value to me because of the experience it offers. An internship of this sort offers me a chance to travel and explore new types of technology. This would be the perfect opportunity for me to learn more about the world in which I live.

I look forward to the possibility of discussing this internship with you further. Thank you in advance for your consideration. I will call you next week to set up a meeting.

Sincerely,

Elizabeth Singer

Elizabeth Singer