

Kelly Baker
55555 Sparkman Lane
Huntington Beach, CA. 92646

April 23, 2005

Brandi Coen
ADDRESS
CITY, STATE, ZIPCODE

Dear Ms. Coen:

I am currently a junior at Edison High School where I participate in a prestigious program, CIBACS (Center for International Business and Communication Studies). CIBACS helps its participants excel in the business world by providing a background in starting a business, running a business, marketing, and several other aspects of the business career. For my junior project, with much consideration, I have decided to pursue an internship in the field of Pediatric Physical Therapy.

The internship requires a lot of hard work and dedication. I am hoping to shadow you while at work and observe your attitude towards your clients as well as your ability to apply knowledge to on-the-spot situations. The internship would be a complete ten hours over about a two-month time period.

After the completion of the ten-hour internship, I am expected to create a lengthy presentation based on what I have learned. My presentation will most likely include detailed information based on what I have observed as well as a few photographs of the job site.

I feel that the actions and accomplishments shown in my résumé demonstrate that I am an extremely dedicated person and am willing to help in any way possible. I would embrace this internship and treat it as if it were my very own job. I know this internship will provide me with even more appreciation for the field, as well as a deeper understanding.

Thank you for taking the time to read over my résumé. Please consider accepting me as your intern. I look forward to possibly shadowing and gaining a lot of knowledge from this internship with you.

Sincerely

Kelly Baker
Edison High School CIBACS Student