

Monica Olson  
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October 13, 2005

Dr. Wayne Kopit  
Brook-Ellis Pet Hospital  
55555 Brookhurst Street  
Fountain Valley, CA 92708

Dr. Kopit:

I am currently a junior attending Edison High School. I have heard wonderful things about you and your hospital, and would be very excited to intern with you. I hope to obtain knowledge in the field of veterinary medicine, in order to gain insight into this profession. I am very interested in the fields of science, and greatly enjoy working with all types of animals, which is why I feel that your company would be an excellent choice for my internship.

I will be obtaining this internship as part of a project for a business based program called CIBACS (Center for International Business and Communications Studies) at my high school. This will help me to discover what professional areas I am interested in pursuing. I have taken several science classes in school thus far, and have found that I have greatly enjoyed them. Also, I have always had a passion and strong interest in working with animals. Hopefully by working with a professional in this industry, I will gain additional insight into this possible career path. The goal of this internship is to work a minimum of 10 hours along side an industry expert in this field to obtain real world experience. One of the requirements of my internship is to prepare an oral presentation of my newly gained knowledge in this field to a panel of judges, including yourself if you are available. I feel confident that given the opportunity I could be an asset to your company during the period of my internship.

Thank you for taking the time to review my resume. Please consider all of the qualities that I have to offer your company. I look forward to meeting with you in the near future to discuss this mutually beneficial internship.

Respectfully,

Monica Olson

Enclosure: Resume  
Monica Olson  
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(714) 964-1204  
mrolovesdogs@hotmail.com

April 22, 2006

Deena Blevins  
Anaheim City School District (K-6 Elementary)  
1001 S. East Street  
Anaheim, CA 92801

Mrs. Blevins:

I have taken the liberty of contacting you directly as I have an interest in the job posting for a Speech/Language Specialist in the Anaheim City School District. This letter is to introduce myself to you so you can determine how I may be the perfect candidate to fill this current position.

As a highly motivated professional, I will be able to take on the demands and challenges that this job contains. I am patient and well organized which are two key aspects, which I feel are extremely important to possess while in this field. I have all of the required credentials as well as degrees for this occupation and have experience in this and other related fields to Communicative Disorders. I believe that I will be a beneficial aspect to this school district by being able to teach and reach so many goals with the students.

I have enclosed a copy of my resume for you to review as well as the requested three letters of recommendation. Thank you for your time and consideration in reviewing this material and my qualifications for this position. Please consider all that I have to offer this school district as well as its students. Please contact me at your earliest convenience, and I look forward to meeting with you in the near future.

Respectfully,

Monica Olson

Enclosure: Resume

Enclosure: Letters of Recommendation