

Sample Cover Letter for Internship Program

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January 8th, 2011

Steven Bush
Human Resources Manager
BTR Laboratory
98, Fort Avenue
Manhattan, New York 97672

Dear Mr. Bush,

I am writing to response advertisement published in University of Mississippi about the scientific research summer internship position. I intend to participate in the summer internship.

I have experienced in conducting research in geology and hydrology, both in laboratory and in the field. I have performed geologic hazard assessment in Florida. I have performed hydrologic reactions and measured water quality in the laboratory. I am proficient in using current meter, brunton compass, geologic hammer, and geological survey package and soil test kit. I have awarded as Best Young Scientist in Earth Sciences in the Young Scientist National Competition in 2007. Other achievements are explained in my resume.

I recently graduated Bachelor Degree of Geography from Yale University. I have participated in student exchange to Chiba University, Japan. During my student exchange, I learned about geological hazard especially tsunami. I have extensive knowledge in environmental geology, hazard assessment mapping, hydrological resources assessment and watershed planning management. Good organizational and leadership skills allow me to lead other team member. I am fluently speaking in English, Japanese, and French. I am able to manage multiple tasks. I have extensive outdoor experiences.

I believe that my skill-sets and experiences are suitable with your requirements. I look forward for hearing good news from you. I hope that I can get opportunity to meet you for discussing my interest. You can contact me at (772) 827-8872 and send information into my email account. Thank you for your attention.

Sincerely,

Dennis Brown