

Name  
3307 3<sup>rd</sup> Ave W  
Seattle, WA 98119  
(206) 281-0000  
Email: internship@spu.edu

Month, Day, Year

James A. Smith  
Technical Marketing Manager  
Hewlett-Packard Company  
21040 NE Circle Blvd.  
Mailstop 5UP  
Corvallis, OR 97330

Dear Mr. Smith:

Stacy Johnson has shared with me her positive experience of working with Hewlett-Packard and recommended that I contact you. I am seeking an internship or part-time employment in technical writing at the Corvallis division. Enclosed is my resume detailing my educational and work experience in technical writing.

As Editor in Chief of *The Falcon*, for two years, I had to motivate 11 employees to produce a 12 to 16 page newspaper every week. I adapted to technological advances and personnel changes and produced almost 70 weekly editions. My commitment to improving the paper's campus-wide acceptance resulted in broader readership. My tenure as Editor taught me excellent communication and organizational skills. In addition, I have a genuine enthusiasm and aptitude for working with others.

I am very interested in having an opportunity to meet with you in person to discuss my qualifications and how they may best benefit your company. I have used a number of your products in school and at work and have found them to be of exceptional quality and the documentation easy to follow. I will call in the next week to follow up. Thank you for your consideration.

Sincerely,

Mary Jones

Enc.