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## Your Name Here

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23 January 2013

Recruiter Name  
Human Resources  
111 S. Michigan Ave  
Chicago, IL 60603

Dear Mr. \_\_\_\_\_:

As a junior Art and Art History major at Amherst College, I am passionate about art as a powerful expressive venture, a beloved personal endeavor and a glimpse into history and human psychology. Working at the Mead Art Museum has fed my interest in museum operation, just as visiting the Art Institute of Chicago has made me confident that working as a Museum Education intern is the ideal avenue to continue cultivating my fascination with this vibrant field.

In addition to imparting rich knowledge of art practice, theory and history, my classes at Amherst College have provided me with invaluable experience writing and orating on these topics. In “The Art of Beholding” taught by Professor Joel Upton, I presented six detailed discourses on a single landscape painting, each of which involved creating original diagrams and slideshows to articulate a topic like the work’s history, form, iconography or meditative value. By creating these presentations, I learned how to view a work’s multidimensional richness and how to communicate these beautiful revelations to an audience.

My academic artistic study has been infinitely enhanced by my studio experience, which has taken the form of a personal hobby, a business venture and a multimedia collaboration. Soon after I discovered my love of drawing and painting, I started and marketed XX Art for which I regularly complete creative art and photography commissions for patrons, musician groups and businesses. Since last summer, I have been working with JAMS Productions as a graphic design intern doing character and concept design for original pre-production films, television shows and books. Collaborating closely with filmmaker and producer Jonah Ansell, I experience the thrill of giving visual life to written words and abstract ideas with delicate attention to the atmospheric nuances and expressive needs of a particular project.

I am excited to be considered for this opportunity and would love to send further information to continue our correspondence. As I am studying in Florence, Italy, until May, please contact me at email@amherst.edu. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,  
Your Name

Jan 26, 2014

Name of Employer

Company

Address or phone number

Dear Ms. \_\_\_\_\_,

I am writing to express my interest in becoming a member of the Management Development Program offered at Curriculum Associates, Inc. Your company's commitment to producing impactful educational products for educators across the country coincides greatly with my passion for education. I spent each summer during my time at Amherst working closely with schoolteachers and students in both the private and public school sectors. It is with their struggles in mind that I apply to be a part of a company actively finding and producing products meant to ease the teacher's burden without sacrificing the needs of their students.

I worked for the Vela Scholars Summer School program at Amherst Regional Middle School as an Intern in 2011 and as Head Intern in 2012. I had the responsibility of making sure each student was able to engage fully with the math and social studies lessons of the day. The biggest skill I learned was the ability to focus these students on the goals at hand in a language they understood. Sometimes that meant adding up and dividing NBA player Paul Pierce's scores in order to demonstrate the meaning behind averages or sharing my own poetry as a means of inspiring them to write their own. Regardless of what method I used, the blank stares of confusion turned into faces of understanding and excitement. I see this program as a means of continuing that work as I help Curriculum Associates continue to spread their student friendly products to more students across the country.

This past summer I was a Teaching and Residential Faculty Intern at Philip Exeter's Summer Academy. I had the assignment of co-teaching a Neuropsychology course – a subject I knew absolutely nothing about. Taking the challenge head on, I worked with my co-teacher to develop a method of teaching where she taught basic concepts while I researched and shared the ways the concepts applied in the real world. In the New York Times, I found an engaging article about scientists who successfully implanted false memories in mice. I divided the students into two groups and had them debate the pros, cons, and future implications. By having the students focus on the ethical side of the subject, I was able to keep all of them actively participating and excited about the complex subject of Neuropsychology. I fully plan to bring this innovative way of thinking to the program over my three years as I collaboratively work with my fellow peers to help improve the products produced by Curriculum Associates, Inc.

It would be an honor to join the Management Development Program offered at Curriculum Associates, Inc. Thank you for your time and consideration, and I look forward to hearing from you in the next few weeks.

Sincerely,

Name

Phone number

Email

Name  
Amherst College  
Amherst, MA

Dr. XXXXX  
XXXXXXXX Building  
XXXXX  
YYYY  
New York NY, 10029

Dear Dr. XXXXX:

I am writing to express my strong interest in the HIV/AIDS Medical Clinic Intern position at the Aids Healthcare Foundation Blair Underwood Medical Clinic in Washington, DC. I am a first-year pre-med student and New York State licensed EMT at Amherst College with relevant experience in the field of clinical care and research. I have a strong interest in the field of medicine and understand the importance of cutting-edge prevention and care and wish to learn how to deliver that care in the public health environment.

As a Research Intern at the Orthopedic Foundation for Active Lifestyles (OFALS) I worked on a long-term follow-up study of ACL reconstruction patients. This clinical research project was designed to determine the success rate and effectiveness of ACL reconstruction surgeries. As a Research Intern, I digitized and catalogued previously collected data as well as increased the study size by utilizing clinical information software to analyze electronic medical records and then contacted and solicited possible study subjects. I was able to increase the study size by over 50% and organize the data into a coherent, digital format. I gained further exposure to the healthcare field through shadowing OFALS doctors during daily rounds, in-office procedures and surgeries. I was able to see patients of all types and have over 20 hours of shadowing experience.

In addition, I became a certified Emergency Medical Technician (EMT-B) last summer and accumulated over 10 hours of ride-along time, assisting in providing emergency care to patients. I very much enjoyed this experience and wish to gain additional exposure to patient care.

I believe that my experiences in the field of healthcare and science provide me with the necessary perspective and some tools to assist the clinical care team at the Blair Underwood Clinic in providing patients with the highest level of quality care. I am very interested in spending the summer as a Medical Clinic Intern on your team and hope to have the opportunity to interview for the position. I have attached my resume and my transcript. If you require any additional information please contact me directly at 203-940-2907 or [email@amherst.edu](mailto:email@amherst.edu). Thank you very much for your consideration.

Sincerely,

Name