

# ROSE MILLER

---

312 River Street, Ames, IA 50010 (H) 515-324-6589 · (C) 515-234-7895 Email: rose@iastate.edu

October 10, 2005

Susan Jones  
Imagine Design  
876 South 34<sup>th</sup> Street  
Des Moines, IA 59873

Dear Ms. Jones:

Please consider me a candidate for an interior design internship position with Imagine Design. After briefly speaking with you last year at the College of Design Career Days, I feel that Imagine Design would be an outstanding opportunity to expand my knowledge of office design. As an intern, I will appreciate learning more about office systems, design development and workspace mapping. In May 2007 I will graduate with a B.F.A. in Interior Design from Iowa State University and am eager to gain practical work experience in office design. I am available to work May 23-July 22, 2006.

Through studio projects and classes summarized in my resume, I have gained the necessary design experience to prepare me for an internship position with your firm. My design skills are exceptional; I am strongly interested in products and materials; I have developed an exceptional work ethic and have a background in customer service gained from various retail sales positions. I feel I can be a contributing member of the Imagine Design team and look forward to using my skills.

Thank you for considering my application. I am requesting the opportunity to meet with you in person to further discuss my qualifications and the internship position. I am available to interview any time that is convenient for you. I can be reached by telephone or by e-mail; both are included in my resume.

I look forward to hearing from you.

Sincerely,

*Be sure to sign your letter*

Rose Miller

Enclosure