

**JUSTINE SAWYER**

jsawyer@iastate.edu · 1223 Hendricksen Ct., Ames, Iowa · 50120 515-763-9880

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February 7, 2010

Dave Jones, Principal  
ESP Architects Incorporated  
214 5<sup>th</sup> Avenue, Suite 673  
Des Moines, Iowa 97865

Mr. Jones:

Please consider this letter as application for a summer internship position with ESP Architects Incorporated. I am a third-year student in architecture at Iowa State University and am excited to put my energy and creativity to work for ESP. Your firm's efforts in green design are highly interesting to me. I am especially impressed with the XYZ project featured in your firm's online portfolio.

I would love the opportunity to gain first-hand experience in an architectural firm and expand my knowledge of green design. I have completed courses in building structures, environmental design, and design studio and was honored by having my XYZ project published in CORE, an Iowa State student publication. In addition to coursework, my work experience demonstrates an ability to manage time effectively, provide excellent communication skills, and present a strong work ethic.

Please give my application careful consideration. An internship with ESP would be a major step forward in my career path in architecture and I am confident I would be a valuable asset to the ESP team. I would appreciate the opportunity to meet with you to further discuss my qualifications and internship opportunities. I will call to see if a time could be arranged for us to meet. Thank you for your time.

Sincerely,

*Justine Sawyer*

Enclosures: resume, work samples

## ADRIAN ARTIST

1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345 · [chrisp@iastate.edu](mailto:chrisp@iastate.edu)

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February 7, 2010

Paul Photographer, Owner  
Paul's Professional Photography  
Street address  
City, State, Zip

Mr. Photographer:

Please consider this letter as application for a summer internship position with Paul's Professional Photography. I am a third-year student in integrated studio arts at Iowa State University and am excited to put my energy and creativity to work for your studio. Your portrait and nature work is highly interesting to me. I am especially impressed with the XYZ project featured in your online portfolio.

I would love the opportunity to gain first-hand experience in a photography studio and expand my knowledge of digital and darkroom photography. My qualifications include strong visual communication, use of color, creative problem solving, and integration of diverse media. In addition to my design abilities, my work experience demonstrates an ability to manage time effectively and provide excellent customer service.

Please give my application careful consideration. I am confident I would be a valuable asset to the your studio. I would appreciate the opportunity to meet with you to further discuss my qualifications and internship opportunities. I will call next week to see if a time could be arranged for us to meet. Thank you for your time.

Sincerely,

*Adrian Artist*

Enclosures: resume, work samples

## CHRIS PLANNER

1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345 · [chrisp@iastate.edu](mailto:chrisp@iastate.edu)

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February 7, 2010

Edward Jones, Director  
Slayton Regional Development Center  
2401 Broadway Avenue  
Slayton, Minnesota 34567

Dear Mr. Jones:

Please consider me a candidate for the planning internship position with the Slayton Regional Development Center recently advertised through Iowa State University's Career Management Service. In December 2011, I will graduate with a bachelor of science in community and regional planning from Iowa State and I am eager to put my academic experience to work as an intern. I am available to work May 15 through August 15, 2011.

Through the studio projects, I have gained the necessary experience to make me an ideal candidate for the position. I have completed coursework in housing needs assessment, statistical research, developing comprehensive plans, and zoning. I recently completed a grants writing course, giving me first-hand experience in developing grant proposals. I plan to work hard and learn as much as possible during my internship and I am confident I could be a valued asset to your planning organization.

Thank you for considering my application. I would like the opportunity to meet with you in person to further discuss my qualifications and the Slayton Regional Planning Intern position. I am available to interview during spring break, March 15 through 19, or any time that is convenient for you. I will call next week to see if a time can be arranged.

Sincerely,

*Chris Planner*

Chris Planner

Enclosure

**COREY G. DESIGNER**

1223 Pleasant Lane -- Ames, Iowa 50211 -- 515-345-2345 -- cgdesigner@iastate.edu

February 7, 2010

Jane Doe  
Senior Designer  
ZLRIGNITION  
City, State, Zip

Dear Ms. Doe:

If you are looking for a dedicated, ambitious, and enthusiastic junior level designer, I'm the girl for you. I am a double major in Advertising and Graphic Design who is looking for an internship in a challenging environment where I can offer my skills and experience in the creative advertising field.

Although I have learned a great deal working with the creative team at the Iowa State Daily, I am ready to take on new challenges and set new goals. I would like to further my knowledge in creative industry and ZLRIGNITION would be a great venue for that.

I have no doubt that my desire for being creative and taking on challenges would be a great asset to your company and the employees. If hired, I can most certainly promise dependability, strong work ethic, a creative and alternative thinking to develop new ideas, and an overall great time.

I will call next week to see if we can schedule an interview and to answer questions you may have.

Cheers!

*Corey G. Designer*  
Corey G. Designer

Enclosures

## ROSE MILLER

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

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February 7, 2010

Susan Jones  
Imagine Design  
876 South 34th Street  
Des Moines, Iowa 59873

Dear Ms. Jones:

Please consider me a candidate for an interior design internship 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 place to expand my knowledge of office design. As an intern, I would appreciate learning more about office systems, design development, and workspace mapping. In May 2011, I will graduate with a bachelor of fine arts 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 through July 22, 2010.

Through studio projects and classes, 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 am confident I can be a contributing member of the Imagine Design team and look forward to using my skills.

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 and will call next week to see if a time can be arranged. I can be reached by telephone or by email if you have any questions. Thank you for considering my application.

Sincerely,

*Rose Miller*

Rose Miller

Enclosures

## CHRIS PLANTER

1223 Pleasant Lane, Ames, Iowa 50211 · 515-345-2345 · [chrisp@iastate.edu](mailto:chrisp@iastate.edu)

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October 7, 2010

Mr. Robert Lohmann  
Lohmann Golf Design  
18250 Beck Road  
Marengo, Illinois 60152

Dear Mr. Lohmann:

Please accept this letter, resume and list of references as application for an internship with Lohmann Golf Design. I am available to work with your firm as an intern from January through July 2011. I first became familiar with Lohmann Golf Design's quality workmanship during my position with Twin Peaks Golf Course, in Cedar Rapids, Iowa. Joe Duffy, superintendent, spoke in high regard of your design firm.

I am a third-year student in the landscape architecture program at Iowa State University. With my solid education and experience, I would be a positive addition to Lohmann Golf Design. I am accustomed to a fast-paced environment where deadlines are a priority and handling multiple projects simultaneously is the norm. This is confirmed with my balance of college design courses and the work at Twin Peaks. I am a quick study with strong interpersonal skills, a positive attitude, and an eagerness to learn.

Mr. Lohmann, I have a strong interest and passion for golf course and would consider it a tremendous career opportunity to be a part of your design team. I would appreciate the opportunity to meet with you to discuss my abilities in more detail and will call to arrange a convenient time.

Sincerely,

*Chris Planter*

Chris Planter

Enclosed: resume/references/portfolio samples