Your Name

1234 N Your St

Your City, State 99999

June 10, 2014

Evelyn Stone

Aspen Falls City Hall

500 S Aspen St

Aspen Falls, CA 93464

Dear Mrs. Stone:

Subject: City Hall Internships

One of my instructors at Aspen Falls Community College, Dr. Gato, suggested that I contact you regarding internships at Aspen Falls City Hall. My studies at the college qualify me for such a position starting as early as next term.

As you review the enclosed resume, please notice my training in Microsoft Office and my organizational skills. Specifically, my experience with Word and my work-study position with Dr. Gato indicate a successful internship as an Office Assistant.

If you have any questions, or if you want to schedule an interview, please contact me at (805) 555-3355 or e-mail me at youremail@address.

Sincerely,

Your Name