

Robin A. Sheffler  
317 Anderson Hall  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-8101  
202-555-5555  
robin@american.edu  
March 9, 2009

Ms. Christy Mumford  
Editorial Director  
Freedom Forum  
1101 Wilson Boulevard  
Arlington, VA 22209

Dear Ms. Mumford:

As a student in American University's School of Communication and its Department of Literature, I am focusing on writing and the media. After seeing your Editorial Internship posted in AU CareerWeb, I am eager to apply the research and writing skills I have gained to benefit your organization. I am especially interested in working with your nonpartisan foundation because it is dedicated to free press and free speech.

Through coursework in both communication and literature, I have developed skills in written, oral, and multimedia expression—all critical to working in journalism. As the chief editor of American Literary, the bi-annual 50 – 75 page AU student literary magazine and as a School of Communication teaching assistant evaluating students' written work, I have strengthened my editorial skills. Through the course, Writing for Mass Communication, I strengthened my knowledge of basic techniques of news writing. In addition, my varied work experiences, ranging from program coordination to waiting tables, have helped me become proficient in dealing with the public and working under pressure.

Enclosed are my resume and writing samples for your review. I am available to start work the week of May 15. I will contact you the week of March 18 to follow up on my application. In the meantime, if you have any questions or need additional information, please contact me at 202-555-5555 or by e-mail at <robin@american.edu>.

Sincerely,

*(signature)*

Robin A. Sheffler

enclosure(s)

4400 Massachusetts Ave., NW  
Washington, DC 20016-8104  
(555) 555-5555  
abcdef@american.edu  
March 7, 2009

Ms. Mary McCloud  
Office Manager  
Global Fund for Women  
1375 Sutter Street, Suite 400  
San Francisco, CA USA 94109

Dear Ms. McCloud:

As a graduating senior in American University's School of International Service, I have developed a focus on gender and development. Since I have a keen interest in the Global Fund for Women and completely support its mission to advance women's human rights, I am applying for the Development Fellow for Individual Giving position posted on your Web site.

During my internship at the Central American Resource Center in Washington, DC, I gained experience working in the development office of a nonprofit. Interning in the fast-paced work environment strengthened my organizational skills and my ability to manage several tasks simultaneously. I completed an extensive investigation of potential public and private funders to the organization through phone calls and internet research. After determining whether or not our organization met the funder's criteria, I wrote letters of inquiry to obtain their support. In completing these tasks I developed strong professional written communication skills while working to meet deadlines.

I gained additional experience in international issues during my recent internship at Amnesty International's Women's Human Rights Program. I created five fact sheets, compiled 50 articles for a monthly on-line bulletin seen by 600 subscribers, and composed ten sample letters for the on-line action network. I also fielded calls and responded to emails from a diverse group of Amnesty members who requested information about the Women's Human Rights Program.

I have enclosed my resume. If you have any questions or need additional information, please contact me at 555-555-5555 or by email at sabrown@american.edu. I am available to start work on May 15. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

*(signature)*

Susie Brown

enclosure(s)

111 Raisin Drive  
Wesley, WI 09812  
292-888-7654  
swilliams@hotmail.com  
November 15, 2008

Mr. John Bevins  
CBS Television Network  
Human Resources  
51 West 52nd Street  
New York, NY 10019

Dear Mr. Bevins:

As a former U.S. Whitewater Kayak Team member, I have competed at a world-class level in my respective sport, something I could not have done without discipline and hard work. As a senior in American University's School of Communication, I plan to apply the same determination that made me an accomplished athlete in my future broadcasting career. I have focused my education on working in news, non-fiction, and documentary television production and I am seeking entry-level employment with CBS.

Through my minor in International Politics and attending school in Washington, DC, I have both knowledge and interest in public affairs, politics, and international relations. During courses in both visual communications and foreign policy analysis, I have developed skills in written, oral, and multimedia expression as well as analytical skills - all critical to working in the news and non-fiction television industry.

As a production assistant for Story House Productions in Washington, DC, I worked closely with journalist Peter Bergem (CNN Terrorist expert and author of Holy War, Inc.) as well as the executive producer and producer researching global terrorism for the Discovery Times Channel feature, Al Qaeda 2.0. Because of the small, intimate nature of the company, the producers relied on me to fill multiple roles without being asked and with minimal supervision, giving me diverse exposure in television production and experience working in a high-pressure environment.

I would describe myself as a technically competent person and a quick learner who is comfortable working with the many tools of television production. This expertise explains why many of the producers at Story House Productions relied on me for tape handling and duplicating as well as computer-related issues. I work well under pressure and become engrossed in whatever subject I am pursuing. My passion lies in non-fiction visual storytelling and the process and research that go into it. I would like to apply this passion to a career with CBS. I have enclosed my resume and I am available to begin work in early December. If you have any questions or need additional information, please contact me at 292-888-7654 or by email at swilliams@hotmail.com.

Sincerely,

*(signature)*

Sarah L. Williams

enclosure(s)

12123 Windsor Lane  
Sunnyvale, RI 32398  
(505)555-6767  
ryansmith@yahoo.com  
March 3, 2009

Ms. Peggy Newhouse  
Senior Associate  
American Federation of Teachers  
Educational Issues Department  
555 New Jersey Avenue, NW  
Washington, DC 20001

Dear Ms. Newhouse:

As a hardworking student with a passion for education and a comprehensive range of experiences, I feel that I would be an outstanding candidate as a full-time summer 2009 intern in the Educational Issues Department. An examination of my attached resume will attest to these attributes: a successful university career as well as a variety of notable positions held in the field of education.

Like the American Federation of Teachers, I too am a strong supporter of high standards, not only in the arena of the public education classroom but also for myself. Since beginning my graduate education at American University in 2008, I have excelled in my academic pursuits, while simultaneously working two jobs in order to remain in school, and dedicating myself to aiding in the education of others. It is this dedication, commitment to hard work, and enthusiasm that I would like to bring to the AFT.

As stated, two of the larger tasks required of this position are providing support in production of AFT publications and working on research projects. While taking a rigorous course load both at American University and New York University, I have enhanced both the writing and the research skills necessary to successfully fulfill these duties. For three years I served as editor-in-chief of my monthly college newspaper (circulation: 5,000), composing a minimum of two pieces per issue. Not only did I strengthen my writing abilities, but I fine-tuned my attention to detail and investigative skills. Additionally, I have spent nearly five years working in the public sphere, including retail and customer service positions. From these experiences, I have developed my communication skills, which will be of great benefit to the AFT.

Enclosed are both my resume and a writing sample for your review. Thank you for considering my application. Please feel free to contact me with any questions or concerns at (505)555-6767, or email me at [ryansmith@yahoo.com](mailto:ryansmith@yahoo.com).

Sincerely,

*(signature)*

Ryan Smith

enclosure(s)