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Mr José ROBELOT  
5 Rue de la Marine  
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11/07/2012

Mr. Peter Andrews  
Human Resource Manager  
Skylark Software Technologies  
27th floor, Redstone Building, South EAST Central Garden  
Manhattan, New York City

Re: Applying for Internship opportunity

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

I am actually following a three-year course in catering and hospitality at the Lycée Nord Caraïbe of Bellefontaine in Martinique to get my High-Level Technician Diploma and become a hotel manager.

As part of my training, I have to do an internship of **four** months

I am sending you this letter in order to allow me to complete an internship course **from May 5 to August 8** in your establishment.

I am a highly dedicated person and believe in hard work and punctuality. I also possess good communication skills and along with a pleasant personality and a dynamic approach to work.

An internship with your hotel would allow me to garner valuable exposure and experience and **help me improve my English**.

I believe that my academic credentials, background would be able to contribute to the growth of your team.

I have attached my curriculum vitae herewith. Please provide me a chance to work with your organization and help me understand this field better. I assure that I would take this internship very seriously and will not disappoint you.

Yours faithfully

José ROBELOT

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Mr. Peter Andrews  
Human Resource Manager  
Skylark Software Technologies  
27th floor, Redstone Building, South EAST Central Garden  
Manhattan, New York City

Dear Mr. Andrews

I am sending you this letter in order to allow me to complete an internship course of 4 to 5 months in your firm at the post of Software developer. I am sending you this letter along with my resume and academic details.

I am presently completing my Masters in computer application from New York University. I have completed my schooling as a full timer from Nebraska and shifted to New York for completing my college studies. I did my Bachelors in Computer Science from New York University and also pursued an additional diploma degree in Java, C+, and C++ applications. I already have prior work experience of working as an intern in AMG Systems where I have worked in the programming related to Java. I want to pursue more experience in the programming field and as a result I am applying in your company as I believe that working with Skylark will provide the best internship experience and I will get the best possible chance to refine my software programming skills.

I am a highly dedicated person and believe in hard work and punctuality. I can work under any conditions in any circumstances. I also possess good communication skills and along with a pleasant personality and a dynamic approach to work.. I believe the most important thing of being a software developer is my ability to think out of the box and my innovative approach towards computer programs.

I believe that the above credentials about me will help you in making a decision. I am really looking forward to meet you and giving my interview. Thanking you for reviewing my letter and resume.

Yours faithfully

Frank Lorene

Frank Cooper  
2343 Denver Avenue, Winston  
Loss Angeles, California  
Contact no: 23475 29533  
Email address: frank.cooper@sendmail.com

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11/11/2011

Mr. Patrick Huntington  
Human Resource Executive  
ABCD Bank  
34th floor, Humble Towers, City Square  
Los Angeles, California

Dear Mr. Patrick

I am writing this letter for your kind information that I am willing to work in your bank as an intern for a period of 4 months. I am pursuing an accountant study course and it is hence required for me to gain some professional experience in the accounting field. So I am sending you my resume and academic certificates along with letter for your inspection and review.

I am presently doing my MBA in Accounting and Finance from California University and need exposure of the professional arena of accounting and finance. And perhaps the best way to get that exposure is to join your bank as an accountant.

I have completed my schooling as a full timer from Loss Angeles International High school. After completion of schooling I pursued my graduation from California University in the field of finance. After receiving the Bachelors in Commerce degree I pursued MBA in accounting. I also did two diploma courses during my period of college and university education. I achieved the first diploma degree in business law and the second in economics from the California University. My vast educational experience has made me well equipped for the post and in order to receive the practical knowledge, this intern experience will be of great value.

My detailed academic report is provided in the resume along with the academic reports. I am eagerly waiting for your response and will appreciate the fact of walking down to your office for a formal interview. Thank you for reviewing my resume and letter.

Yours faithfully

Frank Cooper

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