

**Sample 3: Application Letter for Internship
(Full Block Format)**

88 Ridgescroft Avenue
Ossining, NY 12059
January 15, 2003

Mr. John Alta, Project Manager
PMTM + Jones
23 E. 25th Street
New York, NY 10002

Dear Mr. Alta:

I am a junior majoring in Mechanical Engineering at Manhattan College in search of a summer engineering internship and possible part-time work during the school year. I found your listing on JasperTRAK.com which indicated that there might be an engineering intern position available in your company. If so, I would like to be considered for the position.

As my resume indicates, I have both hands-on and office experience in the engineering field, as well as familiarity with drafting and computer applications. I also have HVAC design and fabrication experience through a prior internship. Furthermore, I am motivated, hardworking, and I learn quickly. I will be available on a full-time basis from mid May until late August and quite possibly several hours a week during the school year.

I am very interested in the hands-on aspect of this internship, and from what I read I believe that such a position at PMTM would provide me with a truly valuable experience. I would appreciate a few minutes of your time to further discuss this internship opportunity. I will call you during the week of January 22. In the meantime, if you need to contact me, my number is 914-898-5623. Please leave a message if I am not in and I will return your call the next day.

Thank you very much for considering my request. I look forward to talking to you.

Sincerely,

(Written signature)

John J. Smith