

555 Melody Lane
Grand Junction, Colorado 81504
June 4, 2002

Mr. James King
Grand Junction Kites
333 Main Street
Grand Junction, Colorado 81501

Dear Mr. King,

I am interested in obtaining an internship with Grand Junction Kites in order to expand my knowledge about designing and repairing kites. I am providing a resume with pertinent information about my experience in this field.

(This paragraph addresses why you are submitting the resume—what do you want/want is your intention?)

As a young child I was introduced to kites and look forward to windy days in which I can hone my skills. I have designed many kites, based on the research I have done, which I would love to show you.

My career goal is to learn to produce kites with different kinds of materials, utilizing many of the designs of other countries. This internship will be an outlet for me to see what other people are doing in the field and for me to try my skills in the profession.

(This paragraph, or paragraphs—no more than 3—gives information about your goals, skills, plans....)

I look forward to interning at your place of business and can be reached at home (434-7122) to set up an interview at a time that is convenient for you.

(This paragraph tells them what you are going to do or what you want them to do)

Sincerely,
(sign your name)

Johnny Jones