

# MYSTI MARTINEZ

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Email: mysti\_intern@yahoo.com

Date



Recipient's name  
company  
address  
address

Dear [specific named individual]:

Barry Mellman suggested I contact you to introduce myself and my relevant attributes. You would have to look far and wide to find someone who could bring as much enthusiasm and professionalism as I could to an internship at your station. For quite some time, I've held a vision of the kind of energy and vitality I could bring to broadcast journalism.

I carried that vision to Cal Poly Pomona, where I am a senior majoring in communication studies. I've also taken numerous courses that will be instrumental in my mission to contribute my talents to your station.

My education and previous internship in broadcasting have prepared me to learn quickly, manage my time, and thrive under the pressure of a fast-paced environment. Having served in a leadership role in my sorority, I also possess the interpersonal and teamwork skills to interact successfully with a wide variety of individuals.

I know the job entails more than just glamour, and through my previous internship, I've proven my ability to work hard, attend to details, and deploy my exceptional organizational skills. For example, I have organized voiceovers, b rolls, and sound bites for entire news shows as an editor and VTR. My supervisors, co-workers, and colleagues in both professional and campus-oriented positions can attest to my solid work ethic and applicable skills, such as a superlative communications ability, which I demonstrated by interviewing hundreds of homeowners for an investigative report.

As you require, I am eligible to receive academic credit for this internship. I am available both days and nights, Monday through Saturday, during the Fall 2008 internship period.

While I am especially interested in the Early Morning News, General News, and Entertainment News internships, I am open to others, as well. I'd like to ask if I may meet with you to review my accomplishments and qualifications. To that end, I will phone soon to schedule an interview. I thank you most kindly for your consideration of me for an exciting internship at the station.

Cordially,

Mysti Martinez