

Corporate Intern Cover Letter

995 Friesen InletDamienville, NC 51133-0787

Dear Lennox Kling,

I am excited to be applying for the position of corporate intern. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for 1st level PC, peripheral and software support services within small and medium office environments - includes configuration, installation, troubleshooting, and maintenance (IMAC).

Please consider my qualifications and experience:

- Being hard-working and careful
- Excellent class grade
- Able to commit to a 6 month internship
- High level of integrity around confidential and proprietary information
- Working knowledge of Microsoft Suite (Access, Outlook, Excel, PowerPoint and Word)-Preferred
- Experience developing financial models using Microsoft Excel - Preferred
- Available for a part- or full-time summer commitment
- Interest in internal communications, public relations, media productions, and/or social media

Thank you for considering me to become a member of your team.

Sincerely,

Sawyer Schneider