

Internship
Seattle, WA 98119
(206) 281-0000
Email: internship@spu.edu

November 8, 1995

James A. Smith
Technical Marketing Manager
Hewlett-Packard Company
21040 NE Circle Blvd.
Mailstop 5UP
Corvallis, OR 97330

Dear Mr. Smith:

Stacy Johnson has shared with me her positive experience of working with Hewlett-Packard and recommended that I contact you. I am seeking an internship or part-time employment in technical writing at the Corvallis division. Enclosed is my resume detailing my educational and work experience in technical writing.

As Editor in Chief of *The Falcon*, for two years, I had to motivate 11 employees to produce a 12 to 16 page newspaper every week. I adapted to technological advances and personnel changes and produced almost 70 weekly editions. My commitment to improving the paper's campus-wide acceptance resulted in broader readership. My tenure as Editor taught me excellent communication and organizational skills. In addition, I have a genuine enthusiasm and aptitude for working with others.

I am very interested in having an opportunity to meet with you in person to discuss my qualifications and how they may best benefit your company. I have used a number of your products in school and at work and have found them to be of exceptional quality and the documentation easy to follow. I will call in the following week to schedule an appointment. Thank you for your consideration.

Sincerely,

Mary Jones

enc