

*Internship with Prior Contact Sample*

Vanderbilt University  
VU Station B Box 351234  
Nashville, TN 37235-1234  
February 18, XXXX

Ms. Nikki Manning  
Perfect Publishing  
123 Nokomis Blvd.  
Birmingham, AL 35000

Dear Ms. Manning:

I enjoyed speaking with you on Friday, February 15<sup>th</sup> about internship opportunities at Perfect Publishing. As a sophomore majoring in English, I am very interested in seeking an internship with Perfect Publishing. I possess a strong desire to explore a career in children's book publishing. Through my research I have found your company has published many Newbury Award Winning books and has been recognized by Scholastic as the most innovative publishing house of XXXX.

As indicated on the enclosed resume, I have much to offer Perfect Publishing. My English coursework and position on the yearbook staff have helped me to develop strong writing skills and an eye for detail. Additionally, my summer jobs have taught me how to interact with a diverse group of people in a fast-paced and changing environment. I am eager to learn, hard working, and self-motivated and would welcome the opportunity to become a part of the Perfect Publishing team for the summer.

I would like the opportunity to meet in person to share more about my background and the skills I would bring to your company. If you need any additional information, please contact me at 615-421-1234, or [phil.j.nichols@vanderbilt.edu](mailto:phil.j.nichols@vanderbilt.edu). I look forward to the opportunity to interview with Perfect Publishing. Thank you for your consideration.

Sincerely,

*Phil J. Nichols*

Phil J. Nichols

Enclosure