

March 7, 2012

American Public Media/Southern California Public Media
Mr. Bob Radio
500 S. Palm Street
Suite 1800
Los Angeles, CA 90012

Dear Mr. Radio:

Knowledge of the public radio industry accompanied by a strong liberal arts education gives me the ability to be a qualified candidate for the American RadioWorks Internship. I have always supported the work of American Public Media, and I am inspired and excited to be a part of its production processes. I aspire to be a member of a group that offers intelligent and forward-thinking programs to a wide array of people, and I see this internship as an opportunity to do just that.

I am currently a senior at St. Olaf College completing my Bachelor of Arts Degree in History. Last summer I interned with Enterprise Leasing, a multi-national rental car company. Through this experience I learned how a group successfully runs a small component of a large business. More importantly, after working in sales and customer service in a fast paced environment, my work with Enterprise taught me the importance of effective communication, time management and organizational skills. However, this position also helped me realize my greatest interests were not in corporate management, but in journalism and writing, particularly in the radio medium. I came to this realization after reflecting upon my longtime passion for radio and my academic successes. My work as a History major has prepared me for a career in research, writing, and has given me an interest in public affairs and current events.

I look forward to speaking with you in detail about how I can contribute my abilities to American RadioWorks. I can be reached at 555-555-5555 and welcome any questions you may have for me. I thank you for your time and consideration.

Sincerely,

(Sign Letter Here)

D.J. Smith

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