

## SUE PER INTERN

300 College Blvd ▪ Claremont, CA ▪ 91711 ▪ 909-607-0000 ▪ [sintern@pomona.edu](mailto:sintern@pomona.edu)

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Current Date

Ivanna Hireyou  
Shelter Director  
Give-a-Care Shelter  
1000 Welcome Home Way  
Residential City, CA 90000

Dear Ms. Hireyou:

I am writing to apply for the Program Coordinator internship. I am a junior majoring in Sociology at Pomona College. I learned about the position through the Pomona College Internship Program. Enclosed is a copy of my resume.

Your internship caught my eye because it offers an opportunity to work with homeless people in a positive and supportive manner. Also, the internship provides individuals the opportunity to get an inside look at how a non-profit organization operates.

After two years of volunteering at the local homeless shelter, I am familiar with the general needs of and efforts made in an organization such as yours. As a result, I will be a benefit in assisting with shelter programming needs and am excited about the opportunity to learn about this area from the more structured standpoint of an internship.

I am a quick learner and would enjoy the opportunity to contribute my hard work and enthusiasm to your organization. If you have any questions, you may contact me at 909-607-0000 in the daytime or 626-555-1294 in the evening.

Thank you for your consideration. I look forward to meeting you for an interview.

Sincerely,

*Sue Per Intern*

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