

1312 Prince Avenue  
Augusta, GA 30309

Month 00, 2007

Ms. Jane Clifton  
Vice President of Operations and Federal Relations  
The Washington Center for Internships & Academic Seminar  
2310 M Street, NW  
5<sup>th</sup> floor  
Washington, D.C. 20037-1417

Dear Ms. Clifton:

I am writing in response to the email from the National Internship Foundation (NIF) regarding summer internships with The Washington Center for Internships and Academic Seminars. As a junior at Augusta State University majoring in Political Science, I am very interested in applying my academic studies while gaining relevant skills and knowledge. Additionally, I would like to explore federal career options, develop professional networks, and develop a greater awareness of the role of federal agencies. I believe my education, campus leadership roles, and success in managing my finances makes me a strong candidate for the internship.

As the Fundraising Committee Representative for Student Activities, I have demonstrated the ability to operate in a complex environment. My typical duties consist of encouraging members to participate in fundraising activities while maintaining the budget of \$20,000. This responsibility has taught me budget management and how to work as a member of a team. I hope to utilize these skills and experience as an intern at The Washington Center.

Balancing school work, along with serving the community, has been a constant challenge and has taught me many valuable lessons about time management and self-motivation. In addition to budgeting time for Student Activities responsibilities, I also delegate time for my academic commitments and personal living responsibilities. I believe these experiences have made me responsible and reliable and I feel I can utilize these skills at The Washington Center.

I am a team player and an active contributor with all my endeavors. My fluency in French and English, my leadership, and my ability to work as a member of a team are a perfect match for The Washington Center. I believe that I will succeed, as well as thrive, in the global world of constant innovation and change.

I will call you next week to follow-up and I look forward to talking with you on the phone to discuss how I can contribute to The Washington Center. Until then if you have any questions, please e-mail me at [noname@aug.edu](mailto:noname@aug.edu) or call me at 706-555-4321.

Sincerely,

(Written Signature)

Lisa Watson

enclosure