

22 Lomb Memorial Drive

Rochester, NY 14623

Joesmith72@g.rit.edu

9/10/20XX

To whom it may concern:

I am a second-year student at the Rochester Institute of Technology through the National Technical Institute for the Deaf. I am majoring in Applied Computer Technology and focusing on Computer Support. My program requires that I complete a ten-week co-operative work experience at a company such as yours.

Will your organization have any summer opportunities this year? My classes finish in mid-May and I can start work on May 31. Enclosed is my resume with more information on my technical skills. I am a very hard worker and can learn new skills quickly.

If you would like additional information or would like to arrange an interview, please email me at the address above. You may also contact my employment advisor, Regina Kiperman-Kiselgof at 585-286-4610 or on email at reknod@ntid.rit.edu for additional information about the NTID program or about my technical skills.

I look forward to learning more about your company.

Sincerely,

Joe Smith