

**Student Name**

email@stlawu.edu

555 555 5555

---

February 24, 2014

Dear Name of Employer:

In my Business Ethics class, I learned that to run a successful business, one must know how different groups and managers interact to create value. These groups can be customers, suppliers, employers, financiers, the public and governmental officials. My intention to apply to the Intergovernmental Program at the Dormitory Authority State of the State of New York (DASNY) attests to my desire to hone my skills in communicating with the public and governmental officials.

During the summer I was admitted in the McNair Scholars Program whereby I designed and conducted an original research project into how the government's actions and the Federal Reserve's monetary policy caused, prolonged and worsened the financial crisis. Through this research, I learned how state and federal legislation can have detrimental impacts on sustainable development both in the public and private sectors. Furthermore, since the Intergovernmental Internship Program will allow interns to participate in a seminar series covering a variety of Dormitory Authority business topics, this opportunity will not just give me valuable work experience but it will allow me to increase my knowledge of business.

As a student, I have always been tasked with balancing extracurricular activities, a campus job as well as maintaining a strong GPA. Through this, I have developed organizational excellence and the desire to take ownership of multiple projects. My experience as a McNair Scholar and a student at St. Lawrence has reinforced the notion that no matter who you are or where you come from, your hard work will always be rewarded. The idea of reaping what you sow is what keeps me going even during the most difficult times. Thus, I know that this mentality will help me become a successful intern in the Intergovernmental Program.

I have enclosed my resume, which will allow you to assess my academic fortes and further evaluate my candidacy. Please, feel free to contact me at the above phone number or e-mail address. I am available for an interview at your convenience. Thank you for your time and the consideration of my application materials.

Sincerely,

Student Name

Enclosure