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Re: Interns

To whom it may concern

Thank you so much for considering our student as an intern with your company. Our students and our program are most grateful for the wonderful “real-world” opportunities all of our internship partners provide.

Our interns will provide a letter of introduction, a resume and bring with them a workbook. The workbook contains all of the required objectives and is the place for signatures, comments and progress reports. Of course, I believe that the best possible experience for our students occurs when you and your staff put them through the rigors of your business requirements.

Aside from my evaluation of the workbook and an extensive oral interview, I will rely heavily on your evaluations and comments. Your company’s tutelage will help our program to continue preparing our students for successful careers in the entertainment industry.

Please feel free to contact me at any time.

Sincerely,