

## Internship: Undergraduate Student Example

### **Jason Lerczak**

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Ms. Angela Harbin  
Director of Resident Services  
Innovative Housing, Inc.  
1214 SW Washington St.  
Portland, OR 97205

Dear Ms. Harbin,

I am very interested in the Innovative Housing, Inc. Youth Coordinator summer internship you currently have available. I learned about your internship from Patricia Hess at Portland State University, and I was immediately drawn to the opportunity to directly help and work with at-risk youth in my community.

My community health coursework has provided me with great insight and understanding of issues related to the work of Innovative Housing, and I have demonstrated experience in interacting with people from varying backgrounds. In my current position at a daycare center I provide direct care to children and communicate with families of many different socioeconomic and cultural backgrounds. My work at the center has also enabled me to confidently facilitate activities for children that are developmentally appropriate.

With demonstrated communication skills and a commitment to serving at-risk youth, I believe I could greatly contribute to your organization. It would be an honor to work with a team of people working to better opportunities for youth in our community. I hope to have the chance to meet with you and talk more about the position. Please find my enclosed resume for more details about my education and experience. If you need any additional information from me, please do not hesitate to contact me by phone or email.

Thank you for your careful consideration.

Sincere regards,

Jason Lerczak