8246 W. Voltaire Avenue

Peoria, AZ 85381

January 21, 2015

Julie Ott

Representative of Community and Educational Affairs

23211 N 69th Ave,

Glendale AZ, 85310

Dear Julie Ott,

My name is Jada Anderson and I am a senior at Centennial High School. Currently, I am enrolled in a class called ‘Professional Internship’. Also, I am highly interested in becoming an interior designer and possibly a pastry chef. I decided to take this class to see if pastry chef is the field for me to also explore after I get my degree in interior design. I am applying for a job as an intern at your practice and would like to know if there are any possibilities. I would love to work with you and see what the optometry field is like.

I have gained several skills through my current job. I can handle several tasks at once in a stressful environment. I have been asked to do many tasks, from running the main cashier, keeping an area of the store organized and clean. My skills include managing time, being organized and take on full responsibility of a task.

I would appreciate the chance to get an interview with you. I will be contacting you shortly to see if there is an opening as an intern or you perhaps may call me at 623.236.6957. I have attached my resume for you to review and thank you for your time.

Sincerely,

Jada Anderson