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January 5, 2011

Mr. Jeff Smith

Grad’s Photography  
20100 N. 51st Ave, Building A-110  
Glendale, 85308 AZ

Dear Mr. Smith:

I am a senior at Peoria High School and currently enrolled in the Professional Internship Program, working toward a career in photography. I am seeking an internship for this spring of 2011. I am writing to inquire a possible internship opportunity with Grad’s Photography.

My work background and coursework have supplied me with many skills; for example:

* Experience with various photoshoots including: Senior portraits, family portraits, maternity, newborn, sports, and other events.
* Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

My enclosed resume provides additional details about my background.

I will call you next week to see if it would be possible to meet with you to discuss your program.

Thank you for your consideration.

Sincerely,

Frankie Monahan