

Rhett Terrier

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February 14, 20XX

Ms. Ann Doe
Internship Coordinator
Dream Company
300 Beacon Street, Boston, MA 02215

Dear Ms. Doe,

I write to you with great enthusiasm to be considered for the Dream Internship position with Dream Company. I first learned of Dream Company's commitment to customer experience, delivering excellence, and innovation, during an academic team project my freshman year at the Questrom School of Business. I couldn't help but be impressed as I researched Dream Company and learned of their many industry-leading initiatives like Free Lunch for First-Years, Work From Home Whenever, and Choose Your Own Salary. Curious to learn more, I connected with a Questrom alum, Joe Mentor, who has been working at Dream Company as the Director of Dream Fulfillment for the past five years. My conversation with Joe, combined with my background research on the company solidified my desire to contribute to Dream Company's mission as a Dream Intern. I firmly believe that my data visualization skills, presentation skills, and experience working on cross-functional teams make me a strong candidate for this role.

As a member of the Dream Internship team, I would be responsible for collaborating with my fellow Dream Interns to create and deliver presentations to upper management. While there are various experiences on my resume that have prepared me to succeed in this role, the cross-functional core project that I completed in my junior year at Questrom provides an excellent example of how I will be able to implement my skills at Dream Company. For this semester-long project, I was placed on a team of 10 and tasked with developing a new product or service. My team included a mix of sophomore, junior, and senior students from a variety of backgrounds. As the head of the Finance Sub-Section Team, I lead the efforts to complete financial projections for our new company. A key part of this task was organizing the data to be presented to our class of 60 at the end of the semester. Using Excel and PowerPoint, I consolidated our results and created a variety of charts and graphs that allowed our team to present our findings in a clear and concise manner. The skills I developed as a result of this experience have prepared me to be a key contributing member of the Dream Internship team.

Outside of academics, I've also completed several internships at various organizations that allowed me to enhance my ability to collaborate with others, strategize solutions, and contribute in a multitude of capacities. These experiences not only allowed me to expand my skillsets, but also provided excellent clarity surrounding the environments I thrive in, the culture I want to be a part of, and the industry I am eager to contribute to; all of which exist within Dream Company.

Dream Company's commitment to excellence and innovation has inspired me to apply to this program and I would cherish the opportunity to join an organization whose values align so closely with my own. Additionally, my proven track record as a hardworking team player with excellent communication skills has prepared me to make an immediate impact on the Dream Internship team. Thank you for taking the time to review my application and I look forward to speaking with you more about this opportunity.

Sincerely,

Rhett Terrier