

25 Pleasant Street
Anytown, PA 12345

May 15, 2005

Joan Smith
The American Experience
125 Western Avenue
Philadelphia, PA 12345

Dear Ms. Smith:

It was a pleasure to speak with you regarding the possibility of my working as an intern for *The American Experience*. As we discussed, I am enclosing a copy of my resume for your consideration.

I have for some time been interested in the “process” of recorded history and have written several research papers concentrating on various aspects of historiography. A number of my classes in history and political science incorporated documentaries as integral parts of the curriculum. In addition, I have been fortunate enough to have gained experience in primary source research at the State House for a course in Urban and State Politics. Through these experiences I have become particularly critical of, and sensitive to, the factors which contribute to a balanced presentation of history. Considering the content of your upcoming projects, I believe that my background would be a valuable asset to the work of *The American Experience*.

As a student interested in learning more about the historical process in the area of documentaries, *The American Experience* series is naturally attractive to me. I welcome the opportunity to contribute and learn from your staff, and I look forward to discussing my candidacy for an internship with you.

If you have any questions, or require additional information, please feel free to call me at (610) 555-1234.

Sincerely,

Steven Student

Steven Student