

398 Meadow Lane, #1  
Troy, NY 12209

May 11, 2012

Henry Bonneville  
Recruitment Manager  
Big Jane Counseling Center  
104 Main Street  
Cairo, NY 14224

Dear Mr. Bonneville:

As the end of my junior year at the University at Albany rapidly approaches, I am seeking an opportunity to apply and supplement my sociology and family/child development studies through an internship. While researching opportunities in the field of criminal justice and law, I learned that your program works with juvenile delinquents. I am writing to inquire about possible internship opportunities with the Big Jane Counseling Center.

My employment background and coursework have supplied me with leadership, interpersonal, and organizational skills as well as an understanding of the adolescent community. As a Hotline Assistant for a local intervention center, I counseled teenagers with personal concerns and referred them to appropriate professional services. I am currently active at the University at Albany as a Resident Assistant, which requires me to establish rapport with seventy-five residents and advise them on personal matters as well as University policy. In addition, I develop social and educational programs and activities each semester for up to 50 participants.

My enclosed resume provides additional details about my background. I will be in the Cairo area next month, June 9-21. I would enjoy meeting with you at some point over the course of my stay to learn more about the Big Jane Counseling Center. I can be reached at 518.223-8874 or kmarlow29@albany.edu. Thank you for your time and consideration.

Sincerely,

Katrina Marlow

Enc.