

398 Meadow Lane, #1
Troy, NY 12209
(518) 223-8874

May 11, 2001

Henry Bonneville
Recruitment Manager
Big Jane Counseling Center
104 Main St.
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 many skills and an understanding of dealing with the adolescent community. For example:

- as a Hotline Assistant for a local intervention center, I counseled teenagers with personal concerns and referred them to appropriate professional services when necessary.
- I have been 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 250 participants.

My enclosed resume provides additional details about my background.

I will be in the Cairo area during the weeks of June 9th-21st, and plan to contact you at that time to inquire about an opportunity to meet with you to discuss your program.

Sincerely,

Katrina Marlow

Encl.