

Box W2001
Wheaton College
Norton MA 02766
October 12, 2008

Mr. Daniel Golden
Goldenwords Advertising Agency
13 BrickStone Lane
Boston MA 02115

Dear Mr. Golden:

I am applying for an internship during the month of January at Goldenwords Advertising Agency. I read about your agency on the web and was impressed by your commitment to client service. I learned the importance of both listening to what a client wants and to presenting the most effective message possible from my work in the sales office at the Fisherman's Wharf Trading Company.

Through an internship with your agency, I hope to learn how to develop successful client relationships, strategize creative campaigns, and develop new business. I have had experience with local business affiliations, and I would like to know how these relationships can be developed on a global scale. My research of international firms at the Buffalo Evening News motivated me to look at business and advertising in a global market.

Wheaton encourages its students to pursue learning outside the classroom, and I am available full-time for the month of January. I will contact your office next week to follow up on my applications. In the meantime, thank you for your time and consideration.

Sincerely,

Patrick Gilbert

Enc.: Resume