Internship Manual

A comprehensive resource for Foster School of Business undergraduate students
Undergraduate Career Center
Internship Manual for Students

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Internships for Students: A Comprehensive Resource

What is an internship?
An internship is a time-limited, intensive learning experience outside of the classroom, typically connected to career and academic goals. Internships extend knowledge learned in coursework, provide an opportunity to put theory into practice, and expose students to industry. An internship is a structured opportunity for you to learn, grow, and contribute in a professional setting.

There are many variations of internships: They might be paid or unpaid, part-time or full-time, taken for credit or no credit and could occur locally, nationally, or abroad.

The Foster School of Business views internships as opportunities for win-win situations. Students gain new skills, new perspectives and a new context for their education. Employers benefit by getting specific projects or tasks accomplished and by getting to know potential full-time employees.

At-a-Glance an Internship:

- Is a structured learning experience.
- Provides opportunities to apply classroom knowledge in a “real world” professional environment.
- Encourages you to develop and refine skills that are transferable to a variety of work settings.
- Includes a position description with relevant and clearly defined learning objectives.
- Provides for supervision/feedback from a professional.
- Includes resources, equipment, facilities that support learning goals.

An internship is NOT:
- Primarily clerical or unskilled labor.
- An experience you gain nothing from.
- A vague, undefined experience.
- An unguided/unsupervised experience.

Why Consider an Internship?
The principle reason you may wish to participate in an internship is to gain experience. Your experiences while at the Foster School will shape your professional identity. The more experiences you have, the more opportunity to learn about yourself and build skills. Additional reasons include:

- Develop new skills and refine the skills and strengths you already possess.
- Apply your knowledge in a practical setting.
- Build your resume!
- Develop great examples of your skill sets for future job interviews.
- Explore one or more of your career interests in a realistic professional setting.
- Learn about particular industries, companies, and organizations.
- Consider whether a

Curricular:
Hard skills gained through academic courses (i.e. Business Theory)

Co-Curricular:
Relevant skills built outside of the classroom (i.e. internships)

Extra-Curricular:
Experience and skills built through leadership, service, volunteer work, etc.

Professional Identity
particular career direction or industry is a good fit for you.
- Develop professional relationships (network) that will be mutually beneficial in the future.
- Enter the talent pipeline at the business you are interning with. On average, 56.5% of interns are offered full-time positions upon completion of their internship.

Internship Timelines

It’s never too early to start planning for your internship. Planning well in advance will maximize on the opportunities available to you. Some internship opportunities and businesses may move quickly, so it is advised to get prepared early. Below is a general timeline to assist you with the planning process.

Get Ready!

You may wish to begin by thinking about careers you are considering, employers that appeal to you, industries you would like to explore and/or specific work-related activities or tasks you would like to try. Think about various work settings (large corporations, start-ups, slow-paced environments, competitive workplaces, etc.) to help you brainstorm possible options to pursue. Reflect on skills you would like to refine or develop and consider goals you have for an internship to help increase clarity around what you would like to accomplish. Speaking with a Foster Career Coach may be useful as you consider these topics.

Although most major companies have internship programs, employers of all sizes can offer valuable opportunities. The key is to pursue the positions that will give you the experience you are looking for.

The most important step is for you to clarify your objectives prior to seeking internship opportunities. Doing so will help you determine whether a particular position will be of value to you. Having clear goals and objectives will help you separate the "right" internships from the "okay" internships. You may wish to reflect on the following questions:

- Why do I want an internship?
- What experiences do I want to have?
- What skills do I want to develop?
- Do I prefer a structured or unstructured environment?
- Do I care how well-known the company is?
- What would I like to accomplish during my internship?

With clear goals and objectives in mind, begin to prepare yourself so you can act quickly when you find appealing positions. Once prepared, you can begin to research companies, scour databases, and tap into your network.
**Action Items (listed in order of priority):**

1. **Create a resume and have it critiqued by a Career Coach or a Peer Advisor in Foster Career Services.**
   View the on-line resources, event information, resume and cover letter templates: [http://www.foster.washington.edu/undergradcareers/Pages/Resources.aspx](http://www.foster.washington.edu/undergradcareers/Pages/Resources.aspx)
2. **Meet with a professional Career Coach to help guide you through the process.**
3. **Sign up for the Foster School undergraduate internship listserv (for admitted Foster students only).**
   Sent out every Friday, the listserv highlights about 10-12 internship positions and other relevant events.
   To be added to the listserv:
   Send an e-mail to: bzintern@u.washington.edu with your full name and UW e-mail address.
4. **Create your HuskyJobs account.**
   Go to: [http://careers.washington.edu/HuskyJobs](http://careers.washington.edu/HuskyJobs) and click on UW Student to create your account using your UW e-mail address.
5. **Start your internship search (see more details below).**
6. **Come into Undergraduate Career Services and practice doing a mock interview with a Career Coach.**
7. **Arrange informational interviews with specific organizations you would like to work with or individuals who you have networked with.**
8. **Attend job fairs.**

**Researching Companies and Searching for Internships:**

When searching for existing internships it is best to use a variety of resources and search strategies:

- Define where you would like to do your internship. City? Corporation? Industry?
- Start researching internship opportunities. Obtain general information about the company, internship programs, contact people, and deadlines.
- Word-of-mouth (networking with friends, advisers, family) is how many students find internships.
- The HuskyJobs provides students with access to a high volume of quality internship postings and an On-Campus Interviewing program, plus information sessions and recruiting events where you can connect with employers in-person.
- Foster School students can sign up for a weekly internship list serve which features selected internships with key companies (see above for more details)
- Foster academic advisors and Career Services Coaches are excellent resources regarding internships and events.
- Student organizations and professional associations can be great sources for internship postings and networking contacts.
- Students often find great internships from visiting employer’s career or employment webpages, by using internship-specific websites like Internmatch.com, by keyword searching using internet sites like Indeed.com or Simplyhired.com, and by visiting “niche” career sites like idealist.org or makingthedifference.org.
- Students seeking international internships find great opportunities by using sites like iE3 Global and Going Global.

**Applying for an Internship:**

Applying for internships is a necessary step when pursuing advertised positions. This usually involves submitting a resume and cover letter to the employer. Application materials may vary. When you submit a resume and cover letter, it is best to tailor your documents to each unique employer. You can showcase how your interests, skills, education, projects and work/volunteer experiences “match” to what they prefer in an intern. You will usually learn what qualifications and skills employers seek in applicants, and sometimes even what types of projects interns will work on, by reviewing the internship description.
Creating Your Own Internship:

In addition to applying for posted internships, creating one yourself is another possibility. This is not especially common, but it is an option that could lead to a unique and dynamic experience. Creating your own internship will take time, planning, research and follow-through.

Usually students begin this process with thinking about what type of projects or experiences appeals to them, and where they would like to intern. If you need ideas to get you started, it helps to talk with Career Coaches, friends, relatives, advisers and former employers.

Conducting informational interviews with professionals in your field(s) of interest will aid in the information-gathering process. Using LinkedIn, Iloveseattle.org and other professional/social media sources will help you find contacts. On and off campus events, meetings and networking socials are good opportunities for meeting contacts and learning about possible places to intern. Many students create an internship in an environment where they have worked or volunteered before.

When you have identified a project or type of experience you would like to engage in, write-up a proposal outlining your vision, goals, expectations and timeline. Present this proposal (along with your resume) to someone who could potentially mentor or supervise you at the internship site.

If they do not accept your proposal, do not let this deter you. Thank them for considering it and then take action to pursue your internship idea somewhere else.

Getting Academic Credit for Internships:

If you are a Foster School student interested in receiving credit for your internship, you need to register for a 495 course. The following 495 courses are available to business students:

- ACCTG 495
- MKTG 495
- IBUS 495
- IS 495
- FIN 495
- MGMT 495

All 495s, with the exception of IS 495, can be taken only as Credit/Non-Credit. Students may earn 1-4 credits per 495 course - up to a maximum of 8 credits total towards the 180 credits needed for graduation. The number of credits is based on the internship’s time commitment. The following chart shows the time commitment and credit equivalents.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Time Commitment</th>
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<tbody>
<tr>
<td>4</td>
<td>at least 40 hours per week for at least 10 weeks</td>
</tr>
<tr>
<td>3</td>
<td>at least 30 hours per week for at least 10 weeks</td>
</tr>
<tr>
<td>2</td>
<td>at least 20 hours per week, for at least 10 weeks</td>
</tr>
<tr>
<td>1</td>
<td>at least 10 hours per week, for at least 10 weeks</td>
</tr>
</tbody>
</table>

Steps to Receive Credit for an Internship:

1. Once you secure an internship, fill out the Internship Contract and review it with your internship supervisor and have him/her sign it. (see Appendix, pages 11-12)
2. Make an appointment with a Coach in Undergraduate Career Services before the internship begins to discuss the position and ensure your internship will be eligible for credit. A Career Coach will provide you with an add code for registration.
3. Register for the 495 credit before the tenth day of the quarter. Please note: any change to student schedules after the first day of the quarter is subject to additional registrar fees. For details, check the academic calendar.
4. Fulfill all academic requirement of the 495 course (see below)
Academic Requirements of 495 Credit:

In addition to the actual internship, the following are the minimum academic requirements for all students registered for a 495 course.

- Internship evaluations (completed by student and supervisor). Once the internship is completed, both the Student Performance Evaluation from the internship supervisor and an Internship Evaluation from the student are due.
- A final paper. For every internship credit, a 5 page paper is required (ex: 3 credits = 15 pages).
  - Part 1: Describe your company, position and internship responsibilities
  - Part 2: Identify connections between you academic course work and the work completed during your internship. Feel free to reference specific classes, journals, textbooks, etc.
  - Part 3: Reflect on the greatest takeaways from your internship. What skills, knowledge and abilities you have gained or strengthened? Additionally, explain the value of your internship for a potential future employer.

Ensuring a Successful Internship Experience:

Getting Started:

- Set obtainable goals based on your aspirations and the employer’s needs – What do you hope to get out of an internship? Regularly refer back to the goals as you progress in your internship. This will allow you to draw connections between your internship, academic coursework, and future career interests.
- If not clearly stated in the internship position description, determine the time commitment of the internship with your supervisor. How many hours per week would you like to work and what does your employer need? How long will the internship last?
- Have a clear understanding of the compensation for the position. Most internships should be paid positions.
- At the outset, you may wish to create a learning agreement or contract with your supervisor (see appendix pages 11-12). This can be an informal conversation in which you discuss expectations, clarify your work assignments and begin to get a sense for the work culture (dress code, training opportunities and other office protocol).

At the Internship:

- Communicate with your supervisor on a regular basis to update them on progress you make or roadblocks you run into.
- Don’t be afraid to ask questions. If you aren’t sure how to do something or need clarification - ask! This is a learning experience - be open to new ideas and procedures and remember you are not expected to know everything. Asking questions will also demonstrate your interest in the company and the industry and prove that you want the work done right.
- Know and utilize the preferred communication style of the office. Do employees email each other, use instant messaging, or walk around to each other’s desks?
- Pay attention to “unspoken rules.” These rules are important for fitting in at the office. What is the protocol for lunch? Does everyone stick to a strict schedule or is the office more flexible?
- Take initiative and show interest in the work you are doing, and how it contributes to the overall organization.
- Take advantage of being on the “inside” and schedule informational interviews with employees of interest to you at the company.
- Measure your progress and document your work – Make notes for yourself as you go as to projects you are involved with, and keep copies of your work.
- Be professional, positive and productive – Arrive at your internship on time, dressed in clothes appropriate for the setting. Don’t take or make personal calls or check personal email, except on lunch break if approved by your organization. Be a positive and friendly presence in the office.
- Challenge yourself, but don’t overextend – While it is understandable that you want to ‘show what you can do’ in an internship, one way to have an unsatisfactory experience is to get yourself involved in so many tasks or projects that you aren’t able to complete them with quality results.
Most employers look at internships as a mutually beneficial experience. Ensure you are learning and consciously developing skills while also working hard to advance the mission and provide value to the organization for which you are interning.

Completing Your Internship:

- Be sure to thank your employer and colleagues. While you have provided valuable support to an organization through your internship, they have also provided you with experience and the beginnings of your professional network. For those with whom you worked particularly closely (like direct supervisors) a handwritten note is especially appropriate. When an employer has a positive experience with an intern, they are more likely to serve as a professional reference and in some cases, remember you when permanent positions come up within the organization.
- Keep track of your duties and accomplishments – Write down your primary responsibilities, projects you worked on, things you particularly enjoyed, felt good about, received positive feedback for, or for which you received constructive criticism. These are great building blocks for thinking about a job after graduation.
- Consider creating a portfolio - Collect examples of the work you did to show your contributions and to be used in later interviews. When exiting your internship, be sure to get approval from your supervisor to use work-specific materials in a portfolio. Some companies have confidentiality clauses that mean work done at their organization cannot be shown in a portfolio.
- Update your resume – Just like a job or volunteer experience, an internship warrants a place on your resume. Be sure to highlight projects and outcomes, any skills you developed and honed, and the major components of the internship. Not sure how to incorporate an internship experience into your resume? See a Career Coach at the Foster Undergraduate Career Services Center.
- Nurture your connections - The end of an internship does not have to mean the end of communication with your colleagues from the experience. The contacts you met at your internship can now be part of your growing professional network.
- Ask the employer to be a reference – Before leaving your internship ask your employer if they would be willing to act as a reference for you. If they are, check in with them periodically to update them on progress or developments in your professional life. Always give them advance notice if you apply for a job and list them as a reference, and provide them with some background on the position for which you have applied. The more they know, the better they can tailor their recommendations to that specific position.

INTERNATIONAL STUDENTS

International students with F-1 Visas are required to obtain Curricular Practical training (CPT) AND 12 academic credits in order to maintain their visa status while completing an internship. Details on CPT are listed below and pages 4-5 of this manual include information on obtaining academic credit for internships. Specific suggestions on options for how to obtain 12 academic credits are listed below.

What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) is temporary authorization for practical training directly related to your major field of study. "Practical training" can include employment, internship experience (paid or unpaid), cooperative (co-op) education experience, practicum participation, etc. This work can be either requirement of your degree program or can be optional, but it is integral to your educational experience.

CPT is authorized by the International Student Services (ISS) office in accordance with the F-1 regulations. You can apply for CPT during the regular academic year (you must remain registered full-time) and during your annual vacation quarter.

CPT may be part-time (20 hours per week or less) or full-time (more than 20 hours per week). If you accumulate 12 months of full-time CPT authorization, you lose your eligibility for Optional Practical Training (OPT), another type of employment authorization for F-1 students. Part-time CPT and fewer than 12 months of full-time CPT authorization does not affect your OPT eligibility.
Eligibility

You may be eligible for CPT if you:

- Are currently in valid F-1 status.
- Have been enrolled at a college or university in the U.S. on a full-time basis for at least one full academic year. (“One academic year” at UW is defined as three full-time quarters per the academic calendar, including final exams week.)
- Are enrolled in a major (Pre-major students, who are not yet admitted into a major, are not eligible for CPT).
- Will earn your degree from UW (visiting exchange students are not eligible for CPT).

CPT Application

You must apply for CPT through the International Student Services office (ISS). To apply on-line and for more detailed information on the application process:

http://iss.washington.edu/employment/f1-employment/cpt

The ISS office requires 3-5 business days to review and approve your application.

Upon approval, you will be issued an I-20 form which you will bring to your internship employer for proof of your eligibility to work.

Credit Requirement

ISS requires you to receive academic credit from an internship in order to authorize CPT. The credit must be earned in the same quarter for which CPT is authorized, though exceptions may be granted for students pursuing CPT during their vacation quarter. You must earn at least one CPT-related credit for each quarter of authorization granted.

You are required to maintain full-time student status (12 credit) to meet the requirements of your F-1 Visa. This includes time when you may be completing an internship (full-time or part time). It is your responsibility to determine how you would like to gain the 12 required credits. Options can include:

- Register for General Studies 391/350 (no credit limit) (for frequently asked questions about General Studies 350 see: http://www.washington.edu/carlson/gen-st-350-frequently-asked-questions/#1)
- Register for 495 (internship) designated course through your department (i.e. MGMT 495, FIN 495, IS 495, etc.) (credit limit of 4)
- Register for on-line courses
- Register for credit course which meets during times that enable you to work in your internship (i.e. evenings)

For further advice and counseling, you may wish to meet with a Foster Undergraduate Career Services Coach.

6 Month Internships

International Students Considering a 6 month internship:

- Any international student considering a 6 month internship must meet with their ISS advisor to see if they are eligible for the internship
• Federal regulations require international students to be registered for a minimum of 12 credits per quarter. However, depending on the circumstances, international students can utilize 1 of the 2 quarter internship as a vacation quarter.
• Foster School Career Services will continue to approve a maximum of 4 academic internship credits (course 495).
• Students have the flexibility to determine the remaining 8 credits required for full-time status as dictated by federal regulations. This could include, but not limited to, General Studies 350, Independent Study courses (499), courses for double majors, online courses, etc. (No more than 1 online course may be taken per quarter).
• ISS requires that at least one CPT-related credit be earned for each quarter of internship participation. In situations in which the student applies for internship authorization during their vacation quarter, ISS will allow the vacation quarter CPT credit to be deferred to the following quarter. Therefore, for a 6 month internship, the first quarter must be the vacation quarter for International students. Example: Student who has an Amazon internship spring and summer quarters will need to register full-time spring quarter, take the summer quarter off, and then register for a CPT-related credit autumn quarter.

Internship Documentation

All interns are encouraged to document their work, this is especially advised for international students who may consider applying for OPT (for suggestions on how to document your internship see page 6). Federal Immigration requirements may include proof of your work during CPT/internship as part of your OPT application. It is easiest to have this documentation prepared in advance from your immediate internship experience rather than to have to create it during the OPT application process.
Michael G. Foster School of Business
495 Internship Contract

This form serves as an application for a 495 and is used to establish credit arrangements with the Foster School of Business and the internship supervisor. A student should submit the completed form to the Undergraduate Programs Office once he or she has secured an internship and has decided to receive credit for that internship. This contract must be turned in before the internship begins; even if special arrangements have been made that allow you to register for the 495 the quarter immediately following the internship.

Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Number</th>
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<tbody>
<tr>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
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Class Standing: Fr.  So.  Jr.  Sr.  5th Yr  Major

Sponsoring Organization

<table>
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<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Contact/Supervisor</td>
<td>Title/Position</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
</tbody>
</table>

1. Quarter(s)/Year will you be working: ______________________

2. How many hours per week will you work? ____________________

3. How many credits will you receive if you meet all expectations? __________

4. Pay: _____ This is a volunteer position (no wages, salary or stipend provided)  
   _____ This is a paid position at the rate of _______ per _____ hour _____ month _____quarter  
   _____ Other compensation (please specify)______________________

5. Have you ever registered for General Studies 350 or received credit for internships prior to this? If so, who was your faculty sponsor? ________________________________________________________________________________

6. Would you allow the Undergraduate Program Office to post your name and the company with whom you’re interning on the website so that other students can see where current students have internships? This may result in networking opportunities for you and/or other students. Yes _____ No _____

Part I: The Internship

Job Description: Describe the internship on a separate sheet of paper, or attach a job description, including specific duties and responsibilities, special training offered and special projects that may involve you.

Supervision: On a separate sheet of paper, describe the supervision to be provided by the internship organization stating what kind of orientation, instruction, assistance, consultation, mentorship, etc., you will receive and from whom. You may instead attach a letter from the employer stating a. supervisor, b. internship duties, c. weekly hours and number of weeks.
Part II: Learning Objectives and Learning Activities (Optional)
Objectives: On a separate sheet of paper, describe what you intend to learn through this internship experience? Be as specific as possible.

Activities: On a separate sheet of paper describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings, etc., that will be a part of your internship, relating them to your learning objectives.

Part III: The Agreement
The student agrees to:
1. submit this contract in order to register for 495 credit;
2. perform to the best of his or her ability and to the satisfaction of the internship supervisor all assigned tasks;
3. adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site;
4. complete an internship paper to be submitted to the Undergraduate Programs Office, no later than the first day of final exams week. The paper should be five pages in length per credit hour enrolled, relate the internship experience to Foster School coursework, and be appropriately cited and referenced
5. fulfill any additional requirements assigned by the Foster Internship Sponsor

The Internship Supervisor agrees to
1. work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract;
2. provide a valuable learning environment for the student, with a minimum of routine work such as typing and filing;
3. communicate periodically with the student about his or her performance, keeping a record of the student’s hours and performance on the job;
4. complete an evaluation of the student’s performance. This evaluation will be sent to the Undergraduate Programs Office.

The Undergraduate Programs Office agrees to
1. provide administrative support as needed by the student and internship supervisor;
2. upon request from the student or supervisor, help to resolve any difficulties that may arise;
3. conduct a mid-term check in with the intern supervisor
4. Collect end of quarter evaluation forms from intern supervisors
5. maintain liaison with the host organization on behalf of the Foster School of Business

Student Signature ________________________________________________________________

Internship Supervisor Signature __________________________________________________________

A confirmation letter or email from the Supervisor to the Foster Internship Sponsor may be acceptable.

Internship Sponsor Signature __________________________________________________________

Note: This information is confidential and will not be shared with any other parties than the three involved in the contract.
Michael G. Foster School of Business
Internship Evaluation

This form gives a student the opportunity to evaluate and reflect on his or her internship.

Internship Organization: ____________________________________________________________

Supervisor: ___________________________________________ Title: ______________________

Internship timeframe (quarter, year/month, year) __________________________________________

Did you feel that this was a valuable internship? Yes _____________ No _________________
In what ways was it valuable?

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Did you feel the internship was well structured/organized? Yes _____________ No _________________
Were there any practices that the organization could improve?

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

What are your recommendations on how they might do this?

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Would you recommend this internship to another student? Yes _____________ No _________________

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Would you be willing to talk to students regarding your internship experience? Yes _____________ No _________________
If yes,
Name________________________________________________________________________________

Email ____________________________________ Phone _____________________________________
Dear Ms. Wright:

Thank you so much for your time and the privilege of having an interview with you yesterday, October 25, during your recruiting visit to The University of Washington. The internship program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a B.A. in Business Administration. I was excited to learn about some of the business issues the internship program addresses and I would welcome the opportunity to bring my skills and interests to address your needs.

I have enclosed a copy of my college transcript and a list of references per your request.

Thank you again for the opportunity to be considered by The Corporation. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (540) 555-1111 or by e-mail at Jdoe@uw.edu should you need additional information.

Sincerely,

Jane Doe