

Cover Letter

ART 293 NMA Internship

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To whom this may concern,

I am writing to check if there may be an internship opportunity available at your company. I love the project your company worked on for [client name]. I am interested in learning more about the daily operations at [company name] while offering my skills and services to your design team.

I am a graduate from the business school at the University of Hawaii at Manoa, with a dual BBA in MIS and Marketing. I am currently pursuing an AS Degree at Kapiolani Community College in New Media Arts. This program introduced me to new design perspectives and skills that can be applied across multiple areas of graphic design, such as web design and brand development.

Aside from being a fulltime student, I also work fulltime as a Night Auditor at the Aston Waikiki Beach Tower. My responsibilities include communicating with customers via emails and phone calls, balancing daily accounts, overnight logistics control, and other administrative and guest service tasks as needed.

I believe my past work and learning experiences have provided a foundation of knowledge and skills that can hopefully be of service at [company name].

Please feel free to contact me at any time at your earliest convenience to further discuss my qualifications or to arrange an interview. I am available by phone at (808) 636-3672 and via email at adiep1988@gmail.com.

Thank you for your time and consideration.

Sincerely,
Anthony Diep