Carrie Rodriguez

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May 22, 2020

Ray Lee

Manager, Marketing and External Affairs

XYZ College

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I want to thank you for giving me the opportunity to serve as marketing intern at XYZ College’s Marketing and External Affairs Office. I have gained valuable insight into the marketing industry over the past six months.

Because you gave me the opportunity to work on a variety of projects, I had the chance to observe numerous aspects of college marketing, from publishing magazines and brochure, to drafting email newsletters, to maintaining the college website. You and your staff were extremely welcoming and helpful, and offered me terrific career advice.

This internship has definitely increased my interest in pursuing a career in marketing. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing. Once again, thank you for a terrific six months.

Sincerely,

Carrie Rodriguez

**Subject:** Your Name - Thank You for the Opportunity

Dear Ms. Lee,

Thank you so much for a rewarding three months as the Environmental Health and Justice Intern at ABC Nonprofit.

I really appreciated your willingness to let me explore all of the departments within the company. I was able to sit in on board meetings, organize fundraising events, collaborate with campaign staff on environment policies, write content for your website, and more. You really allowed me to see how an environmental nonprofit works, from the ground up. I have gained skills in campaign research, writing social media content, and event planning.

I look forward to going back to school and completing my degree in Environmental Studies. This internship has only helped increase my desire to work for a company like yours in the future.

Thank you again for all of your support, and for all of the opportunities you have given me.

Sincerely,

Rene Jones

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