Nastassia Rose Lopez

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February 1, 20XX

Mr. Price Hicks
Director of Educational Programs and Services
Academy of Arts and Sciences
5220 Lankersheim Blvd.
North Hollywood, CA 91601

Dear Mr. Hicks:

I am an enthusiastic Stanford student who believes that a Development Internship at the Academy of Arts and Sciences would greatly benefit both the Academy and me. A Los Angeles native in my first year at Stanford, I'm a serious student who is a hard worker. My current goal is to comprehend the full scope of the entertainment industry and to learn the ropes of the craft.

As an experienced writer, I am attracted to the Development Department because I am curious to learn the process of television production from paper to screen. In high school, I was enrolled in Advanced Placement Writing, and I voluntarily took a creative writing class. At Stanford, I received High Honors for maintaining an excellent grade-point average across all my classes, including several writing-intensive courses.

My passion for writing, producing, directing, and learning is real. If my application is accepted, I will bring my strong work ethic, proficiency, and creativity to the Academy.

Thank you very much for your time and consideration. My résumé is enclosed, and I look forward to hearing from you.

Sincerely yours,

Nastassia Rose Lopez

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