

Application letter, Nastassia Lopez

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Letterhead provides contact information.

February 1, 20XX

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

Inside address with full name, title, and address.

Dear Mr. Hicks:

Salutation addresses a specific person.

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.

Opening provides information and lists major goals.

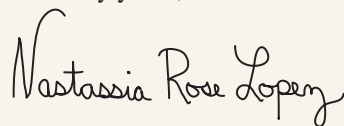
As an experienced writer, I am attracted to the Development Department because I am curious to learn the process of television production from paper to screen. In high school, I was enrolled in Advanced Placement Writing, and I voluntarily took a creative writing class. At Stanford, I received High Honors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

Background information illustrates skills and strength of interest.

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

Four line spaces for signature.

Marginal annotations indicate **MLA-style formatting** and **effective writing**.