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Ms. Linda Miller
Director of Community Resources Unit 5
328 Morella Avenue S.
Sydney
NSW 2088
Australia

Re: Internship as a web graphic designer / web assistant

Dear Ms. Miller:

Recently I happened to come across the website for the Sydney Music Festival 20XX. After reading through the impressive schedule of musical performances, I noticed that you have an opening for a web graphic designer / web assistant starting in August. I would be very interested in applying for this position and am enclosing my resume for your review.

I am currently working as a project management intern at *Schilling and Partner*, one of the largest multimedia agencies in Bavaria, Germany. My main focus has been the redesign of a client's website. In addition to making substantial changes to the architecture of the site, I have developed a set of criteria for evaluating the site and have tested its effectiveness firsthand with several focus groups. This process has given me valuable insight into the website design process. Since the relaunch of the site two months ago, it has received on average 50% more hits daily and the number of hits is continually rising.

I also gained writing and proofreading experience as an intern at *Bayerischer Rundfunk* (Bavarian Public Broadcasting) in Munich, Germany. As an amateur musician, I have personal experience with the excitement of organizing and performing in concerts and listening to others perform. I would welcome the opportunity to translate that excitement into a dynamic, appealing website for Sydney Music Festival 2014.

My resume is attached. Thank you for taking the time to consider my application. Please contact me by phone, mail or email if you would like more information. I am also happy to provide you with references.

I look forward to hearing from you.

Best regards,

Elena Buchwald

Encl. Resume

Kommentiert [BO1]: Like New Zealand English, you'll find a mixture of US and UK English style in New Zealand. We recommend you study the website of the company you are applying to, find out which style of English they mostly use and write your application in that style. Elena is writing in US English. You'll find examples of UK and US language usage in Application Language → UK/US usage.

Kommentiert [BO2]: This shows interest and enthusiasm about the festival.

Kommentiert [BO3]: Elena wants the employer to see how and especially THAT they could profit from her being part of their work.