

# Jason Kendall

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January 9, 20xx

Ms. Beth Tomzak  
Account Manager  
Xterra Advertising Inc.  
567 S. Logan Ave., Suite 14  
Denver, CO 80213

Dear Ms. Tomzak,

“Jason is a standout. His confidence and can-do attitude in communicating with customers of our graphic design firm have made very positive impressions. Not many interns bring such talent to the table!” My internship supervisor, Randall Stark, at Designs for Tomorrow (DfT) described me this way in his letter of recommendation. I will bring the same level of effort to an advertising account representative internship with Xterra.

My outstanding communication skills and careful attention to customer service made many clients ask for me when they had new design ideas. They knew from experience that I would follow through and quickly get the answers to their questions. As a Marketing senior (3.78 GPA) at the University of Denver, I propose to intern with you during the fall (9/1-12/31) for three afternoons per week. The customer service skills I demonstrated at DfT will be an asset to Xterra. I work hard, take initiative and pay attention to all of the details.

As an Eagle Scout, I know what commitment to excellence is all about, as do the three current U.S. Senators and the two former astronauts who were Eagle Scouts. Only 4% of all scouts reach this performance-based highest rank; demonstrated leadership and service to the community are key to making it to this level. Your customers will appreciate the high level of service I will give them.

I would appreciate the opportunity to meet with you to discuss your goals and how I can help you meet them. I will call you early next week. My goal is that by the end of the internship, you will be impressed enough to want to keep me as an entry-level account representative!

Sincerely,

Jason Kendall