

April 1st 2013 **Deadline**

Dear Harvey School District 152,

Last summer I was given the opportunity of interning at your school district. I had such an amazing experience that I returned for the winter session. I loved that I was able to have the opportunity to return and enjoy the family feel of the employees that work there. I worked with so many people to developing a lasting relationship with that I want to return back to the school district this summer. I loved that every person I talked to tried to uplift me as a student, intern, and person.

With the internship, I have learned how to manage a school budget, be an assistant to an administrator over a department, and also customer service skills for telecommunications. During the months of May 2012- June 2012, I have learned how to manage a school's main office and also how to assist a principal and all other faculty in the school building all while learning how to be an outstanding image for Harvey School District 152. I engaged in so many activities during those months that definitely changed my life and thoughts on my career goals.

I also mentored and gave advice to junior high students with their summer school issues at Gwendolyn Brooks Middle School. I made such a connection with the students that I was able to make a breakthrough with some of them to help them become a better student and learn how to maintain during hardships of school. I learned so much from the students and also how to deal with them individually. I truly enjoyed that moment dearly during the entire internship.

In the fall, it will be my senior year and it is beginning to be a requirement for me to have internship, skills, and experiences in different fields. I have received jobs at my school for mentioning my experiences and my work at Harvey School District 152. There is no limit to what I can accomplish with this internship for the academic year to come. I am really looking forward to another thrilling summer internship and more life changing experience to come. I have maintained great grades and also great GPA while also being a mentor to two college freshmen at my university. I have mentioned to them the importance of an internship and my amazing experiences while participating in Harvey School District 152. Being an intern has made my life better in so many ways and I have really appreciated the experiences and networking friendships I have made.

I hope you find this letter appealing and select me as an intern for the 2013 summer. Thank you for your time,

Natalie Rochelle Noble

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