

Dear _____,

My name is Nhi Nguyen, and I am a student of Interface design program at Kapiolani Community College. I am currently seeking for an internship position, and I would like to be considering for an internship position at _____. I heard about this opportunity through my teacher, Ailed Garcia. I feel it is a great opportunity to join your team and gain experience from your members, while also contributing to the team.

With a strong passion for design, I have put forth a lot of effort these past years while learning in the Interface program and Graphic design volunteer work. My skills and my creativity have been put to challenge, and I have improved my critical thinking skills and feel very comfortable with team collaboration. I have learned invaluable lessons, and I am ready to become a professional Graphic Design and Coder and I think that an intern at _____ will help me towards that goal.

In my experience as a Nail Artist and Manager of a busy beauty salon, I have gotten a lot of experience working with real clients and practicing my technical skills in design. In the process, I have become extremely responsible, organized, and an effective communicator. I have learned to provide the best design within my abilities that is in line with what the client wants visually, and how to communicate effectively and provide the best customer service.

Enclosed is my Portfolio of my work and my resume for your review. Please feel free to contact me (808-398-4705) at your earliest convenience if you wish to schedule a meeting, as I hope to secure an internship by 09/14/16. I look forward to hearing back from you.

Sincerely,

Nhi Nguyen

Linked Documents:

Resume: www.kooliodesign.com/art293/NhiNguyenResume.pdf

Portfolio: www.kooliodesign.com/art293/NhiNguyenPortfolio.pdf