**Eloise Guirand**

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Dear Recipient,

Thank you for taking the time to carefully read my email regarding my interest in the summer internship at your firm. I recently visited your company’s website, when I came across yours.

I am currently in my junior year at George W Hewlett High School, and part of the graduating class of 2023. I am very interested in pursuing a career in architecture in the near future.

My enthusiasm for architectural design started a few years ago during a vacation trip with my mother to Europe, more specifically to France and Switzerland. I was intrigued by the design details in some of those buildings. So, I decided to go on the path that what would lead me to a career in architecture. In ninth grade I studied “*design and draw production,*” where I learned basic mechanical drawing, and architecture, interior design.

In addition, I possess excellent analytical, planning and designing skills. I work well with others, I am an honest, committed, and hardworking young lady. I believe my work ethic and passion for design would be a good fit for your company.

If granted this opportunity, it would give me great pleasure to work alongside your teams, to learn and to respectfully share my ideas while pursuing an internship of 25 hours or more.

I would appreciate meeting with you at your convenience to further discuss the summer internship program. Also, to answer any questions you may have about my qualifications and my goals. I also attached a copy of my résumé with this email.

My contacts are listed above, please feel free to contact at anytime. Again, thank you for your time and consideration.

Sincerely,

Eloise Guirand