

# LUCY LOBO

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**This letter is an example – please change paragraphs to fit you and your interests**

Date

Name, Title

Organization

Address

City, State, Zip

Dear Title Name,

I am applying for a Summer Guest Internship position. I am a participant at The University of New Mexico-Taos. I am a strong internship candidate due to my academic and career goals which are to work in **natural resource management while addressing climate change**.

I am a full time student completing coursework at The University of New Mexico-Taos. During this **Spring 2017 semester**, I am completing course work for my Associate of Science in Pre-Science at UNM-Taos. Upon completion of my Associate's degree I will transfer to a 4 year college to pursue a **Bachelor of Science**. Receiving mentorship from a LANL scientist and research team will strengthen my knowledge and understanding on concepts in my field of study: **List Your Area of Interest/Study**.

I am a detailed oriented student with a strong work ethic and enjoy working individually and in teams to accomplish goals. I believe my skill sets complemented by my commitment to learning make me a great team member. **I have researched the Earth and Environmental Science Division and am excited to learn about the research conducted regarding climate change and the impacts on vegetation**. My course work has given me a strong foundation to build upon and I would like to work in a research lab to learn all aspects of how scientists create and engage with research **to understand our changing environment**.

Please find my resume and unofficial transcripts attached for your review. I welcome the opportunity to discuss how my skills can contribute to a research lab through the **Guest Internship Program**. I can be reached by phone at (505) 277-1404 or by e-mail llobo@unm.edu. Thank you for your time and consideration.

Sincerely,

Name