

Date

Dear Employer –

As a **Sophomore ME** major at the Franklin W. Olin College of Engineering, I wanted to inquire about the possibility of internships at **XXX Company** this summer.

Olin is a relatively new school and I would like to give you a little information in case you are unfamiliar with it. The idea for Olin goes back nearly two decades, when the NSF and other leaders of the engineering community began urging fundamental reforms in engineering education. They recommended including more emphasis on entrepreneurship, teamwork and communication. The F.W. Olin Foundation took up the challenge, committing more than \$460 million to create a new undergraduate engineering college.

In 1997 Olin was chartered, and developed a hands-on, interdisciplinary program geared toward today's technology challenges. I am one of about 350 students who attend Olin College. Our first graduates celebrated their commencement in 2006 and each class since has taken positions in healthcare, energy, law, education and business as well as, of course, engineering for the nation's top employers. They have also enrolled in some of the most selective graduate programs in the country.

Now I'd like to tell you more about myself, and why I'm interested in **XXX Company**.