

Cover Letter Example for DIT Co-op in Digital Photo Preparation

December 11, 20XX

Ms. Mary Powers
Production Manager
Images, Inc.
2454 Hearthstone Drive
Chicago, IL 60634

Dear Ms. Powers:

As a student at the Rochester Institute of Technology, enrolled through the National Technical Institute for the Deaf, I am looking for a cooperative work experience (co-op/internship) this summer located in your area. My major is Design and Imaging Technology with a focus in digital photo preparation. I am planning to receive an associate degree in May/December 20XX.

I am seeking a position that will provide me with an opportunity to develop my skills and contribute in your organization. My skills include:

- Capturing images with a digital camera.
- Acquiring and manipulating images in various formats using software such as Adobe Photoshop, Lightroom, and Illustrator.
- Using Dreamweaver to produce basic Web pages.
- Printing large-format photos on specialty printers.

I am motivated and organized and work well independently or as part of a team. My resume is included to give you more details.

I would appreciate the opportunity to discuss potential summer employment with your organization. If you would like further information, or wish to set up an interview, please contact me through e-mail at youremail@rit.edu.

Thank you for your time and consideration. I look forward to your reply.

Sincerely,

Your name

Cover Letter Example for DIT Co-op in Graphic Design Technology

January 27, 20XX

Mr. Raymond
Art Director
Acme Graphics and Design
900 Burns Road
Washington, DC 20007

Dear Mr. Jones:

As a student at the Rochester Institute of Technology, enrolled through the National Technical Institute for the Deaf, I am looking for a cooperative work experience (co-op/internship) this summer located in your area. I am majoring in Design and Imaging Technology and pursuing an associate degree which I plan to receive in May/December 20XX.

My college courses have provided me with skills in creating documents and digital media in various formats using Adobe Illustrator, InDesign and Photoshop. I also can draw by hand. I am dependable and creative, and I work well independently or in teams. My resume is included to provide more details.

The work your organization does is interesting to me and I would appreciate the opportunity to discuss potential summer employment opportunities with you. If you would like more information, or wish to set up an interview, please contact me through e-mail at youremail@rit.edu.

Thank you for your time and consideration. I look forward to your reply.

Sincerely,

Your name