

22 Lomb Memorial Drive
Rochester, NY 14623
Immnce@rit.edu

January 15, 2011

Mr. Robert Murphy
Information Technology Director
Xerox Corporation
Xerox Square
Dallas, TX 60981

Dear Mr. Murphy:

I am a second year student at the Rochester Institute of Technology through the National Technical Institute for the Deaf. I am majoring in Applied Computer Technology and focusing on Computer Support. My program requires that I complete a ten-week co-operative work experience at a company such as yours.

Will your organization have any summer opportunities this year? My classes finish in mid May and I could start work on May 31. Enclosed is my resume with more information on my technical skills. I am a highly motivated individual and am able learn new skills quickly.

I will be home in Dallas from February 28 until March 4 and would like to come and discuss opportunities with you. If you would like additional information or would like to arrange an interview, please email me at the address above. You may also contact my employment advisor, Lynne Morley at 585 475 6206 or on email at Immnce@rit.edu for additional information about the NTID program or about my technical skills.

I look forward to learning more about your company.

Sincerely,

Sign your name in blue or black ink here
Susan Jones