Timothy Bell

Address

City, State Zip Code

October 1, 20XX

Ms. Kelsey Smith, Office Manager

NextGen Federal Systems, LLC

1399 Stewartstown Rd, Suite 350

Morgantown, WV 26505

Dear Ms. Smith,

My name is Timothy Bell and I am currently a junior at West Virginia University with a major in General Business and a minor in Communication Studies. I found the posting for Next Gen’s opening for a Business Support Intern in Morgantown, WV on Handshake and I am eager to submit my application for this position. I am seeking an internship that will provide me with a wide breadth of experience and skills and I believe the various intern responsibilities within business development, human resources, and accounting will provide that experience.

During my previous experience as a Sales Associate at Old Navy, I worked with the store manager to develop and implement a new salesfloor layout for our Black Friday promotional sale. I am confident that having this experience will be an asset for this position in assisting with implementing new business initiatives at NextGen. I was also given the opportunity to expand my customer service and communication skills assisting customers throughout their shopping experience on the sales floor and at the register.

In addition to my work experience, I am actively involved in student and volunteer organizations on the WVU campus, including Best Buddies International and Delta Sigma Pi. I currently also serve as a Chambers College Student Ambassador, where I represent the Chambers College to prospective students and frequently engage with WVU alumni. This experience has helped me continue to develop my interpersonal skills and understand the importance of learning about the students’ needs to better provide quality information for them.

My education, prior work experience, and strong communication skills will allow me to learn quickly and excel in NextGen’s Business Support Internship. Should you have any questions for me, please do not hesitate to reach out at any time, by phone at (304) XXX-XXXX or by email at professional.email@mix.wvu.edu. I appreciate your time and consideration for this position and look forward to speaking with you soon.

Sincerely,

Timothy Bell

NextGen Federal Systems, LLC (NextGen) is an employee-owned, HUBZone certified small business, with offices near Aberdeen Proving Ground, Maryland, Dayton, Ohio and Morgantown, West Virginia. We are an innovative information technology and professional services provider specializing in advanced software solutions and comprehensive mission and business support services. We work in close collaboration with our customers to truly understand their business and mission goals. NextGen Federal Systems employs experienced and qualified professionals to provide the best possible service to our clients. Our approach is to design, build, implement, and manage IT solutions that measurably improve our customer's organizational performance. Our core areas of expertise include C4ISR Systems Development, Modern IT Systems Engineering, and Information Security & Data Management.

NextGen is seeking part-time interns to support administrative functions such as business development, HR, accounting, etc.

Responsibilities:

* Create advertising videos
* Assist in the development, design, and implementation of new business initiatives
* Assist with day to day HR TasksAssist with various Security related tasks
* Assist with various Accounting tasks
* Assist with various Marketing & Business Development initiatives

Experience and Requirements:

* US Citizen required
* Accounting or Business majors (IT related minor helpful, but not required)
* Proficient with MS Excel
* Thorough understanding of internet research
* Strong oral and written communication skills
* Strong problem solving and critical thinking skills
* No prior work history necessary. Willing to train the right candidates!
* NextGen Federal Systems will give special consideration for candidates that live in a HUBZone.
* Please take a moment to see if your address is in a qualified by visiting the HUBZone Map.

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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.