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October 26, 2011

Ms. Jane Doe
Dow AgroSciences
9330 Zionsville Rd
Indianapolis, IN 46268

Dear Ms. Doe,

I am writing to you to apply for the Dow AgroSciences Summer Intern Program for the summer of 2012. Dow AgroSciences' commitment to improving society through technological innovation resonates with me and I am principally interested in an internship within a Research and Development Laboratory. In reviewing this position description, I feel that I exemplify all the job requirements given the knowledge base I have developed through my coursework and the professional skills I have honed outside the classroom.

In spring 2012, I will be completing my third year of a five year dual-degree program at the University of Notre Dame and Saint Mary's College with degrees in both Chemical Engineering and Chemistry. Through this program, I have taken courses in Chemical Engineering Analysis, Thermodynamics, Chemical Process Control, and Transport Phenomena. Through hands-on research activities, I have developed an extensive understanding of the chemical sciences. I hope to further this understanding, encourage progress, and improve society through a research and development internship.

In addition, my interpersonal and time management skills allow me to work well in teams and convey thoughts and ideas clearly. As the Engineering representative for the Student Academic Council at Saint Mary's, I work with my fellow council members to identify the academic needs of students and articulate them to faculty. The opportunity to work one-on-one with faculty has developed my professionalism and enhanced my understanding of academia – an understanding that may be readily translated to a business setting.

For additional qualifications, please see my attached résumé and reference sheet. It would be my pleasure to correspond with you regarding this internship. I hope that I may have the chance to interview for this opportunity to help Dow AgroSciences reach their professional goal to promote innovation and productivity that will in turn benefit company growth and the world community. Please feel free to contact me via the contact information provided at the top of the page. Thank you for your time and consideration for this valuable opportunity.

Sincerely,

Molly McCandless