



Dear [REDACTED],

As an aspiring hydrogeologist with a passion for environmental protection and human health, I was thrilled to find an opening for the Hydrogeology Intern position at the [REDACTED]. I always felt a drive to help others and make a positive impact on the environment. This was solidified when I took a hydrogeology class and was motivated to pursue this field for my career. I deeply value preserving and protecting groundwater as it faces growing threats and I understand the intricate connection between safe groundwater and human well-being. I am committed to supporting long-term solutions that ensure safe and sustainable water resources for future generations.

My academic background includes research in geochemistry and tectonics, where I have gained extensive experience in data collection and analysis. I conducted U-Pb analysis on 300 individual grains for over 15 samples while ensuring the integrity and accuracy of the data. I also have experience transforming various types of scientific data into clear, informative charts and tables using Excel. Additionally, my solid foundation in fieldwork has equipped me with the practical knowledge and adaptability needed to meet the hands-on demands of this internship. I have 2 years of experience using ArcGIS Pro for a variety of different projects. Multiple were focused on hydrogeology applications, such as saltwater intrusion modeling and determining the best areas for water storage.

In my role as a student assistant, I am frequently entrusted with organizing and refining large datasets, a task that speaks to my strong attention to detail and organizational skills. The role of my direct supervisor remained vacant for approximately six months, during which time I assumed a leadership position, overseeing and delegating tasks to fellow student assistants.

As I finish my undergraduate studies this May (2025) and I begin my master's degree in hydrogeology this August (2025), this experience would be invaluable to further my professional and academic development. I am excited about the meaningful work being done at [REDACTED] and would be honored to contribute as part of the team.

Thank you for your consideration. I am eager to learn more about this opportunity and discuss my qualifications further.

Best regards,

[REDACTED]

Note: Double-check grammar. Have someone peer-review before finalizing.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

To [REDACTED],

I'm writing to express my interest in the Hydrogeology Intern position with the [REDACTED] [REDACTED]. As a recent graduate of Long Beach City College with an Associate of Science in Physical Science and a current student pursuing my Bachelor of Science in Geology at California State University Fullerton, I am eager to apply my academic background and hands-on experience to support [REDACTED] mission of managing and protecting Southern California's vital groundwater resources.

Throughout my academic career, I have actively engaged in roles that reflect my passion for geology and commitment to environmental sustainability. As a Lab Assistant in the Microbiology Lab at LBCC, I gained extensive experience in laboratory safety, chemical handling, and detailed data management—skills that directly align with [REDACTED] needs for data collection, field sampling, and environmental monitoring

Currently, I serve as a Social Media Representative for the [REDACTED], where I promote professional development opportunities for students in the geosciences. I have also collaborated with faculty on hiring committees, demonstrating my ability to work across disciplines with professionalism and integrity. These experiences have equipped me to thrive in both independent and team-oriented settings, whether in the field or in the office.

I am excited about the opportunity to contribute to [REDACTED] impactful projects involving stormwater capture and recycled water. With a flexible schedule, fieldwork experience, and a deep interest in hydrogeology. I would greatly appreciate the opportunity to gain as much knowledge from seasoned professionals and contribute to the team's goal.

Thank you for your time and consideration.

Kind regards,

[REDACTED]

May 7, 2017

[REDACTED]

To Who it May Concern:

I am interested in applying for women's buying internship position at [REDACTED] corporate headquarters. My name is [REDACTED], and I recently earned my Bachelor's degree in Fashion Merchandising with a minor in Journalism at California State University, Long Beach.

The women's buying position interests me because it incorporates multiple disciplines, such as planning, trend forecasting, design and visuals, which I have been exposed to throughout my college career. I believe a fashion buyer should have an understanding of a target market's buying habits, but should also be open to taking risks. A buyer should also have exceptional organization skills, a friendly and professional demeanor, and the ability to perform well under pressure. Based on my experience in the industry, I am confident I possess the aforementioned characteristics and seek to improve upon them in my personal and professional life.

The [REDACTED] brand has been a part of my wardrobe since I was old enough to start buying my own clothes. I admire the company's ability to speak to the free-spirited consumer that possesses the laidback mentality of So Cal, but also seeks to offer the latest trends in the industry. To be part of the [REDACTED] team would be a great opportunity for me to learn the components and skills that make this company great and to make my own contributions to further the success of [REDACTED].

Sincerely,

[REDACTED]

To whom it may concern:

It is an honor to apply for the [REDACTED] Program. Growing up as a Latino in the disadvantaged neighborhood of South Central Los Angeles, I know firsthand how difficult it is to overcome barriers to success. As a son of immigrants, faced with economic and cultural obstacles, there were many moments in my life where I wasn't sure if my story would be a success story. I would not be where I am today, a practicing [REDACTED], if it wasn't for a support system of loved ones and mentors guiding me towards a path of self-improvement and success. I see the [REDACTED] program as a fundamental tool to build support systems for BIPOC. Programs of this caliber are too valuable to overlook because of their potential to make a positive impact on leaders that have been historically overlooked due to societal barriers and limitations.

My personal experiences made me aware of cultural and socioeconomic challenges BIPOC face daily. My professional experiences have made me aware of the technical and political challenges that water resource management faces now and in the future. Now more than ever before, the water industry at large needs capable leaders to implement change and strategies to secure safe and sustainable water for generations to come. I believe the more a person has overcome in their personal life, the better equipped they are to overcome challenges in their professional life. This is why programs like [REDACTED] excite me. The [REDACTED] Program will be the pipeline through which capable BIPOC leaders, that have already overcome so much hardship on a personal level, will be better equipped to take on the pressing obstacles that the water industry is facing.

To put it simply, the water industry needs programs like [REDACTED] because the future of water is dependent on the people involved in managing the resource now and forever. The better the people are prepared now; the better water resource management will be shaped in the future. On a personal level, I strive to be the best version of myself every day. My goal is to expand this same mindset to my organization because I ultimately want my organization to be the best it can possibly be. The [REDACTED] Program will provide an avenue for me to be better and thereby let my cup overflow to other peers within my organization.

Sincerely,

[REDACTED]

[REDACTED]