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January 2, 2012

Mr. Paul Ryan
Director-Environmental Services
Environmental Industries, Inc.
342 Industry Way
Columbia, MO 65203

Dear Mr. Ryan:

I am a junior biochemistry major at the University of Missouri. During the past year I have become particularly interested in biochemistry as it pertains to the environmental field. I was especially intrigued by the engineer, Ms. Sally Gold, who spoke to my class last semester about some of the advances your company has made recently in reducing industrial pollutants. As a result, I would like to work at Environmental Industries this summer.

As you will note from my enclosed resume, I have several qualifications for this internship:

- 15 hours of biochemistry with a cumulative GPA of 3.56,
- an excellent work ethic with a strong desire to protect our environment,
- work experience from full-time summer and part-time school year employment, and
- numerous leadership positions in campus clubs and organizations, including the Biochemistry and Environmental Clubs.

I will call you next week to confirm that you have received these materials and to talk further about an internship or other summer employment opportunities with Environmental Industries, Inc. Once again, I am very enthusiastic about this possibility and look forward to visiting with you.

Sincerely,

Sara Smith

Enclosure