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Steve Jobs  
Founder, CEO  
Apple  
One Apple Park Way  
Cupertino, CA, 95014

Dear Mr. Jobs,

I'm excited to apply for the Administrative Specialist Intern position for Summer 2027. I believe my skills in business administration and communication will help contribute to an efficient and collaborative workplace. I'm thrilled at the opportunity to bring my skills and enthusiasm to Apple.

As the Lead Residence Life Assistant at Flagler College, I was responsible for answering daily questions, coordinating move-in and move-out logistics, and drafting and sending communications regarding housing policies. Through this experience, I developed strong communication and organizational skills and received commendations for my professionalism and positive attitude. Parent and student satisfaction increased by 30% during my first year in this position.

Expanding my knowledge of business administration is always a top priority because I believe it is the foundation of a successful organization. I enjoy collaborating with teams to solve problems, improve productivity, and create a positive work environment. As the Weekend Front Desk Manager at the Casa Monica Hotel, I evaluated existing procedures and helped improve policies through research and training. My contributions led to a promotion to Lead Trainer, where I trained all new front desk associates.

I look forward to learning more about the Administrative Specialist Intern position with Apple. I am eager to continue developing my administrative and leadership skills while contributing to your team. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,  
George Gates