**Jamie Sahar**

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February 26, 2024

General Dynamics

326 IBM Rd.

Williston, VT 05495

RE: Administrative Intern

Dear hiring committee,

I am very interested in applying for the Administrative Intern position you are offering at General Dynamics Ordnance and Tactical Systems.

I am finishing my first year at Saint Michael’s College where I am double majoring in Business Administration and Accounting. Through class assignments and my part-time job, I have acquired an eye for detail in addition to time-management, and organizational skills. Working a part-time job has allowed me to communicate effectively with customers and other employees, as well as my supervisors. When working on class assignments, I revise my work meticulously. Moreover, my color-coded agenda keeps me organized in order to meet deadlines in a timely manner.

Additionally, I have strong skills using PowerPoint, acquired through my managerial ethics group presentations. Furthermore, in my managerial accounting class we discussed how to prepare cash collections, sales, production budgets, and direct materials budgets. This experience will help me determine the financial status of a company as well as preparing cost estimates.

This Administrative Intern experience would help me develop my skills individually, but also as a member of a team. I would appreciate an interview at your convenience.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Jamie Sahar