312 Pratt Court

Virginia Beach, VA 23452

February 16th, 2012

Office of Old Dominion University’s Education Department

Norfolk, Virginia

Dear Ms. Charlene Fleener:

I am writing to inquire about a possible internship with Old Dominion University’s Education Department. I am senior at Tallwood High School’s Global Studies Academy and, as part of my senior project requirement, I am interested in seeking an internship in order to further my knowledge of the education field and would greatly appreciated the opportunity to intern with you.

My senior project encompasses this internship and a research paper analyzing comparative education reform between England and the United States. I find myself interested in this topic and am looking forward to study it during my university career at the University of Edinburgh in Scotland this fall, where I hope my internship and project as a whole will better prepare me.

Thank you,

Hayley Keon