



Ashlyn Szabo

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October 13, 2022

Nicole Messick

Special Education Teacher
4444 Lincoln Road
Huntington Beach, CA 92646

To Mrs. Messick:

I am writing in regard to a school project. I am involved in the CIBACS program at Edison High School. For this project, we need to do an internship. I would be very pleased if I could job shadow you.

The project requires a minimum of 10 hours of job shadowing. Another requirement is that I have to document the process and give evidence. This includes an interview with my mentor, taking photos and videos in the classroom, making an activity log, and taking notes. After doing this internship, I need to do a presentation of my experience and what I learned.

I would make a great intern because I find joy in helping others and I am very interested in pursuing this career. Another reason is that I went to Hawes Elementary School when I was younger. I think it would be really cool if I could job shadow at a place that shaped me into the person I am today. All throughout my years of school, I have had interactions with special education students. I enjoy being friendly toward them and making them feel included.

Thank you for taking the time to read this. I hope to meet with you soon and further discuss what this internship entails. I will be contacting you within the next couple of weeks. I hope you consider my request, because you will not regret it.

Sincerely,

Ashlyn Szabo
Edison High School CIBACS Student

Enclosure: Resúme