

College of Saint Benedict Box XXX
37 S College Ave.
St. Joseph, MN 56374
February 12, 2016

Human Resources
General Mills
222 Park Central Blvd
Minneapolis, MN 55555

Dear Hiring Committee,

I am writing to express my interest in the General Mills Research and Development Summer Internship program as either a product development or a product guidance and insights intern. My extensive coursework and laboratory experience has prepared me to be successful in both of these positions.

Currently, I am a sophomore Nutrition Science major at the College of Saint Benedict. I have been taking chemistry and nutrition classes and labs each semester which has afforded me the ability to learn how to use a wide range of laboratory instrumentation. I have learned a great deal about organic chemistry, in particular through the college's reactivity series of chemistry classes. The nutrition classes have allowed me to apply what I learned in my chemistry classes to food. This connection fascinates me, and I am eager to learn how it can be applied in a Research and Development setting. I would welcome the opportunity to be mentored by professionals in this field, and these positions are a strong match with my qualifications and interests.

My coursework and previous employment have required me to be detail-oriented, organized, and driven. I know that General Mills is a leader in the food science industry, and it would be my privilege to learn from your team of experienced and innovative food scientists and supply chain professionals.

I have attached a copy of my resume for your review. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Kelly Sanford