

# John McClane

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June 18, 2012

Mr. Peter Bruce  
Assistant Director, Personnel Management  
Transportation Security Administration  
601 South 12<sup>th</sup> Street  
Arlington, VA 20598

Dear Mr. Jones:

Please accept this letter and the enclosed resume as my application for the TSA internship. I have been seeking an experience such as this one where I can continue to develop my skills and knowledge in the aviation industry, particularly in regards to the security of our national transportation infrastructure. I believe my background and skills make me a good candidate for the position.

Currently, I am pursuing a bachelor's degree in Aviation Security at Oklahoma State University. The courses I have taken so far have provided me with a strong understanding of your organization and many of your current programs. My studies have also prepared me to quickly assess risks, adapt to the environment, and make solid decisions. Additionally, I have gained experience outside of the classroom as a volunteer firefighter. I am also a member of a committee that oversees our local emergency services where I developed good working relationships with several of our area law enforcement professionals. I have excellent leadership skills and work well in collaborative environments. I was elected President of the American Association of Airline Executives student chapter at OSU and was successful at increasing the membership and recruiting professionals in the industry to come to campus for events. I think my strong work ethic, professionalism, and enthusiasm make me an ideal fit for your organization.

I am very interested in this internship and hope that we can meet to further discuss my qualifications. I will follow up next week to see if a meeting can be arranged. If you have any questions or need more information I can be contacted at (405) 555-1999 or by email at [j.mcclane@okstate.edu](mailto:j.mcclane@okstate.edu). Thank you for your time and consideration.

Sincerely,

John McClane