

Your Name
1234 Your Address Dr.
City, CA #####
(408) 555-1212
email@domain.com

Dear Communications Department,

I'm proposing the Interdisciplinary subject of Communication with an emphasis on communication in the corporate environment (particularly Human Resources and Marketing) as my concentration to fulfill my specialty area required for my Associates Degree in Speech Communications. I work part time at a high tech company which employs people from all over the globe. As an HR programs co-op, it's easy to imagine how often I must put to use the tools I've learned through my studies in communication and business. I've had to put together many documents and marketing collateral for the eyes of a very diverse crowd as well as facilitate meetings for new hires. The success of my efforts is due to the instruction received from my professors. Of the most importance were Intercultural Communications, Organizational Communications, and Problem Solving and Critical Reasoning in Groups. I intend to continue my communications studies at San Jose State University in the fall of this year and have already been accepted. I have submitted paperwork documenting the courses I've completed to fulfill the requirements as laid out by the Communications Department as well as the courses completed to fulfill the specialty area.

Sincerely,

Your signature

Your typed name