

August 22, 2006

Dear Sir or Madam:

Here at Rutgers University, Newark, our internship program offers undergraduate students the opportunity to gain pre-professional experience in the criminal justice field. To ensure that our students receive adequate field training, we require that the attached document (Internship Program Packet) is completed throughout the semester. *I would greatly appreciate any information that your agency can provide concerning the description of the internship, intern requirements, updated contact information, etc.*

Should your agency require additional information regarding our internship program, feel free to contact me at [Shenique@andromeda.rutgers.edu](mailto:Shenique@andromeda.rutgers.edu) or 973-353-3448.

Sincerely,

Shenique S. Thomas, M.A.  
Internship Coordinator  
School of Criminal Justice  
Rutgers University, Newark