

Internship Application Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised on [where you found the internship listing]. I am currently pursuing a Bachelor's degree in Business Administration at [Your University] and am eager to gain practical experience in the field.

Throughout my academic career, I have developed a solid foundation in business principles, including marketing, finance, and management. My coursework in [specific relevant courses] has equipped me with skills that I believe will be beneficial for your team. Additionally, I have completed [any relevant projects or experiences] that provided me with hands-on experience.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its projects]. I am excited about the opportunity to contribute to your team and learn from experienced professionals.

I have attached my resume for your review. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]