

Internship Application

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the job listing]. I am currently a final-year business student at [Your University], and I am eager to apply my academic knowledge and skills in a practical setting.

Throughout my studies, I have developed a strong foundation in [mention relevant skills or courses], and I have had the opportunity to work on various projects that have honed my abilities in [specific skills]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects].

Enclosed is my resume, which provides further information about my academic achievements and extracurricular activities. I am excited about the opportunity to contribute to your team and learn from the experienced professionals at [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]