

Internship Application for Organizational Development Role

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert 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 Organizational Development Internship at [Company Name] as advertised on [Where You Found the Internship Posting]. I am currently pursuing a degree in [Your Major] at [Your University] and have a strong interest in organizational development and human resources.

During my academic career, I have developed skills in [List Relevant Skills or Experiences]. I am particularly drawn to [Company Name] because of [Reason Related to Company Values or Projects]. I am eager to contribute to your team by [How You Plan to Contribute].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,

Your Name