

# Letter of Application for Summer Business Internship

Your Name  
Your Address  
City, State, Zip Code  
Your Email  
Your 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 Summer Business Internship position at [Company Name] as advertised on [where you found the internship listing]. As a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], I am eager to gain practical experience in the business field and contribute to your team.

During my academic career, I have developed strong skills in [mention relevant skills or coursework]. I have also completed [mention any relevant projects, previous internships, or experiences] which have prepared me well for this position. I admire [Company Name] for [mention something specific about the company, such as its values, projects, or recent achievements], and I am excited about the opportunity to learn and contribute to such an innovative organization.

Enclosed is my resume, which further details my background and experiences. I would appreciate the opportunity to discuss how my skills and interests align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] this summer.

Sincerely,  
[Your Name]