

# Application for Business Administration Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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 Business Administration Internship opportunity at [Company's Name] as advertised on [where you found the internship]. I am currently a [Your Year, e.g., junior] studying Business Administration at [Your University] with a strong passion for [specific area of interest, e.g., marketing, finance].

Through my coursework and previous experiences, I have developed strong skills in [mention relevant skills or experiences]. I am eager to apply my knowledge in a practical setting and contribute to your team at [Company's Name].

I am particularly drawn to this internship because [specific reason related to the company or position]. I admire [mention any relevant aspect of the company] and believe that this opportunity aligns well with my career aspirations.

Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for your review.

Sincerely,

[Your Name]