

Cover Letter for Business Administration Internship

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

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I am writing to express my interest in the Business Administration Internship position at [Company Name] as advertised on [where you found the internship]. As a [Your Major] student at [Your University], I am eager to expand my knowledge and gain practical experience in the field of business administration.

During my academic career, I have developed strong skills in [list relevant skills or subjects relevant to the internship]. For instance, I completed a project on [briefly describe a relevant project or experience], which enhanced my [specific skill or knowledge]. I am particularly drawn to [Company Name] because [mention something specific about the company that interests you].

I am excited about the opportunity to contribute to [Company Name] and learn from your team. I am confident that my background and enthusiasm will make me a valuable addition to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
Your Name