

Application for Business Administration Internship

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

Hiring Manager
Company Name
Company Address
City, State, Zip

Dear Hiring Manager,

I am writing to express my interest in the Business Administration Internship position listed on your company's careers page. I am currently a student at [Your University] pursuing a degree in Business Administration, and I am eager to apply my academic knowledge in a practical setting.

During my studies, I have developed a strong foundation in business principles, including marketing, finance, and operations management. I have also gained valuable skills through my involvement in various projects and internships, where I successfully collaborated with teams to achieve key objectives.

I am particularly drawn to [Company Name] because of [specific reasons related to the company or its values]. I believe that this internship will not only enhance my understanding of the industry but also allow me to contribute positively to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name].

Sincerely,
Your Name