

Internship Application for Business Administration Role

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the Business Administration internship position at [Company's Name] as advertised on [where you found the job listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in Business Administration and am eager to apply my academic knowledge in a practical environment.

During my studies, I have developed a strong foundation in business principles, marketing strategies, and organizational management. I am particularly drawn to [specific aspect of the company or position], and I believe that an internship at [Company's Name] will provide me with valuable experience to complement my education.

I am a proactive learner and possess strong analytical and communication skills, which I believe would make me a valuable asset to your team. I am excited about the opportunity to contribute to [Company's Name] and learn from experienced professionals in the field.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]