

Internship Application

Your Name

Your Address

City, State, Zip Code

Email Address

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 business management internship position at [Company Name] as advertised on [where you found the posting]. I am currently a [Your Year, e.g., junior] student at [Your University] pursuing a degree in Business Management, and I am eager to apply my academic knowledge in a practical, real-world environment.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I believe that my passion for [specific interest related to the internship] aligns well with your team's goals and the innovative work being done at your organization.

Enclosed is my resume, which provides further detail about my background and skills. I am enthusiastic about the opportunity to contribute to your team and gain valuable experience during my internship. I would appreciate the chance to discuss how my education and experience can benefit [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

Your Name