

John Doe

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City, State, Zip Code

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Date: October 10, 2023

Hiring Manager

ABC Company

456 Business Rd.

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the business administration internship position at ABC Company as advertised on your careers page. I am currently a junior majoring in Business Administration at XYZ University and am eager to gain practical experience in a dynamic environment like yours.

Throughout my academic career, I have developed strong analytical, organizational, and communication skills that I believe will contribute positively to your team. I am particularly drawn to your company because of its commitment to innovation and excellence.

I am excited about the opportunity to learn from your experienced team, contribute to meaningful projects, and apply my academic knowledge in a real-world setting. I am confident that this internship will enhance my understanding of the business field while allowing me to add value to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to ABC Company while gaining valuable experience in the business administration sector.

Sincerely,

John Doe