

Inquiry for Internship Opportunities

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your University], majoring in [Your Major]. I am writing to inquire about potential internship opportunities at [Company's Name] in the pharmaceutical sector.

As an aspiring professional in the field, I am eager to gain hands-on experience and further my understanding of pharmaceutical practices. I am particularly interested in [specific areas of interest] and believe that an internship at [Company's Name] would be an invaluable opportunity for me.

I have attached my resume for your review and would greatly appreciate any information regarding internship openings. I am excited about the possibility of contributing to your team and learning from your expertise in the industry.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]