

Internship Application

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

Recipient's Name
Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in the internship position in Healthcare Administration at [Company Name], as advertised on [where you found the position]. I am currently pursuing a degree in [Your Degree] at [Your University], where I have developed a strong foundation in healthcare management principles.

Through my coursework and previous experience in [relevant experience], I have gained essential skills in [mention relevant skills]. I am particularly drawn to [Company Name] because of [reason related to the company or its mission], and I believe this internship will allow me to further develop my skills while contributing to your team.

I am eager to bring my background in [specific skills or experiences related to the internship] to [Company Name]. I am confident that my passion for healthcare and commitment to helping others aligns well with your organization's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for additional details about my education and experience.

Sincerely,
[Your Name]