

Internship Application for Biotechnology Quality Assurance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity in Biotechnology Quality Assurance at [Company Name] as advertised on [where you found the internship]. I am currently pursuing my [degree name] in [Your Major] at [Your University], and I believe that my academic background and passion for quality assurance in biotechnology make me a suitable candidate for this position.

Throughout my studies, I have gained a solid understanding of biotechnology principles and quality control processes. I have also completed coursework in [relevant subjects], which has prepared me well for the responsibilities of this internship. Additionally, my project experience in [briefly describe any relevant experience or project] has honed my analytical skills and attention to detail.

I am particularly drawn to [Company Name] because of [mention specific reason related to the company or its projects]. I am eager to contribute to your team and learn from the esteemed professionals at your organization.

Thank you for considering my application. I hope to discuss my application in further detail and am looking forward to the opportunity to contribute to your team. Please find my resume attached for your review.

Sincerely,

[Your Name]