

Application for Internship in Biotechnology Regulatory Affairs

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position in Biotechnology Regulatory Affairs at [Company's Name], as advertised on [where you found the internship listing]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University], and I am eager to apply my academic knowledge and develop practical skills in a dynamic and innovative environment.

Through my coursework, I have gained a solid foundation in biotechnology, regulatory compliance, and quality assurance. Additionally, my previous experience as a [mention any relevant experience or project] enhanced my ability to navigate complex regulatory frameworks and provided me with a strong understanding of the approval processes for biopharmaceuticals.

I am particularly drawn to [Company's Name] because of [mention any specific reason related to the company or its projects]. I believe that an internship with your team would allow me to contribute my skills while learning from industry experts in the field of biotechnology regulatory affairs.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]