

Internship Application for Urban Planning

John Doe

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Phone: (123) 456-7890

Date: [Insert Date]

Hiring Manager

Urban Planning Department

XYZ City Council

456 City Hall

Cityville, ST 12345

Dear Hiring Manager,

I am writing to express my interest in the Urban Planning Internship position at XYZ City Council as advertised on [where you found the listing]. I am currently pursuing a degree in Urban Planning at [Your University] and am eager to gain practical experience in the field.

My coursework has provided me with a strong foundation in urban design, zoning laws, and environmental sustainability. I have also developed skills in GIS and data analysis, which I believe will be valuable in contributing to your team. I am particularly drawn to this internship because of XYZ City Council's commitment to innovative urban solutions and community engagement, values that resonate deeply with my career aspirations.

Enclosed is my resume, which further outlines my academic achievements and relevant projects. I would appreciate the opportunity to discuss how my background and skills can contribute to the ongoing work at XYZ City Council. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

John Doe