

# Internship Application for Policy Analysis

John Doe

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Date: [Insert Date]

Hiring Manager

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear Hiring Manager,

I am writing to express my interest in the Policy Analysis internship position at [Company/Organization Name] as advertised on [Where You Found the Internship Posting]. I am currently pursuing a degree in [Your Degree] at [Your University] and have a strong passion for public policy and analysis.

Throughout my academic career, I have gained valuable skills in research, data analysis, and critical thinking, which I believe would make me a beneficial addition to your team. I have particularly focused my studies on [specific areas of interest related to policy analysis], and I am eager to apply my knowledge in a practical setting.

I am especially impressed by [mention any specific project, value, or achievement of the company/organization], and I would be thrilled to contribute to such impactful work. I am confident that my academic background and enthusiasm for policy analysis align well with the objectives of your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy with you. Please find my resume attached for your reference.

Sincerely,  
John Doe