

Internship Application for Healthcare Administration and Policy

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position in Healthcare Administration and Policy at [Company/Organization Name] as advertised on [where you found the internship]. I am currently a [Your Degree] student at [Your University], and I am eager to gain practical experience in the field.

Through my studies, I have developed a solid understanding of healthcare systems, policy-making processes, and administrative practices. My coursework has equipped me with critical analytical skills and a passion for improving healthcare delivery and accessibility.

I am particularly drawn to [Company/Organization Name] because of [specific reasons related to the company's mission, projects, or values]. I am excited about the opportunity to contribute to your team and learn from your experienced professionals.

I have attached my resume for your review, which outlines my academic and extracurricular achievements. I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,

[Your Name]