

# Application for Internship in Healthcare Administration Project Management

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

[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 Healthcare Administration Project Management as advertised [where you found the internship listing]. With my background in [Your Major or Field of Study] and my passion for healthcare management, I am eager to contribute to your team at [Company's Name].

During my studies at [Your University], I have gained valuable knowledge in project management principles and healthcare systems. My project experience includes [briefly describe relevant projects or experiences], which equipped me with skills in [mention relevant skills]. I am particularly drawn to [specific aspect of the company's work or values], and I am excited about the possibility of contributing to such innovative projects.

I am particularly impressed by [mention any specific projects, achievements, or values of the company], and I believe that my proactive approach and coursework in [relevant subjects] would make me a valuable addition to your team. I am eager to learn from the talented professionals at [Company's Name] and to apply my knowledge in a practical setting.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm can contribute to the success of your projects. I hope to speak with you soon.

Sincerely,  
[Your Name]