

Internship Application for Non-Profit Event Planning

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Hiring Manager
Non-Profit Organization Name
456 Oak Avenue
Cityville, ST 12345

Dear Hiring Manager,

I am writing to express my interest in the internship position in event planning at [Non-Profit Organization Name]. With a strong passion for community service and event management, I am excited about the opportunity to contribute to impactful projects that align with your mission of [insert mission statement or goal].

Currently, I am a [your current education status, e.g., junior at XYZ University studying Public Relations], where I have gained relevant experience through my coursework and various volunteer opportunities. My role as a volunteer at [Previous Event/Organization Name] allowed me to develop my organizational and communication skills while planning [specific event or project]. I enjoyed collaborating with team members and leading initiatives that brought the community together.

I am particularly drawn to [specific program or event] organized by [Non-Profit Organization Name], as it exemplifies the kind of meaningful work I hope to be involved in. I believe my skills in [list relevant skills, e.g., marketing, budgeting, or volunteer coordination] would be an asset to your team.

I am eager to bring my background in event planning and my commitment to service to [Non-Profit Organization Name]. I look forward to the possibility of discussing how my skills and experiences align with the goals of your organization.

Thank you for considering my application. I hope to hear from you soon to discuss this exciting opportunity.

Sincerely,
Jane Doe