

Internship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Consultancy Firm Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Consultancy Firm Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore, junior] at [Your University] majoring in [Your Major] and I believe that my skills and enthusiasm make me a strong candidate for this role.

Throughout my academic career, I have developed a solid foundation in [mention relevant skills or experiences]. My coursework in [specific coursework or projects] has equipped me with the analytical and problem-solving skills necessary to contribute effectively to your team.

I am particularly drawn to [Consultancy Firm Name] because of [mention something notable about the firm or its projects]. I am eager to bring my background in [related skills or experiences] to support your firm's objectives while also gaining valuable industry experience.

Thank you for considering my application. I look forward to the possibility of discussing my application with you. I am available at your earliest convenience for an interview.

Sincerely,

[Your Name]