

Internship Application

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Operations Consulting Internship position at [Company Name] as advertised on [Where you found the listing]. I am currently a [Your Degree/Program] student at [Your University] with a strong background in operations management and analytics.

During my academic journey, I have developed a solid understanding of various operational frameworks and methodologies. My coursework in [Relevant Courses] has equipped me with the analytical and problem-solving skills necessary for a career in operations consulting. Additionally, my internship at [Previous Internship or Experience] provided me with valuable hands-on experience, where I successfully [Mention Achievement or Responsibility].

I am particularly drawn to [Company Name] because of [Reason specific to the company, e.g., its commitment to innovation, its approach to sustainability, etc.]. I am eager to contribute to your team and learn from the esteemed professionals at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]