

Request for Industrial Engineering Internship Consideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 pursuing an internship opportunity in the field of industrial engineering at [Company's Name]. As a [Your Year, e.g., junior] at [Your University], majoring in Industrial Engineering, I am eager to apply my academic knowledge in a practical setting and contribute to your esteemed organization.

Throughout my coursework, I have developed a strong foundation in various industrial engineering principles including operations research, manufacturing systems, and quality control. I am particularly impressed by [mention any specific project or aspect of the company that interests you], and I believe that an internship with your team would provide me invaluable experience and insights into the industry.

Enclosed with this letter is my resume, which further outlines my qualifications and experiences. I would be grateful if you could consider my application for an internship position and I would welcome the opportunity to discuss how I can contribute to your team.

Thank you for considering my request. I look forward to hearing from you.

Sincerely,

[Your Name]