

# Internship Application for Client Service Position

[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 the Client Service internship position at [Company's Name] as advertised on [where you found the internship information]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major]. I believe my strong communication skills and my passion for delivering exceptional client service make me a great fit for this role.

During my time at [Your University/College], I have developed a solid foundation in client relations through [mention any relevant coursework, projects, or previous internships]. I am particularly drawn to [Company's Name] because of [mention specific reason related to the company or their values]. I am eager to contribute my skills and help [Company's Name] achieve its goals while gaining valuable experience in the field.

Enclosed is my resume for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can be beneficial to your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]