

Internship Application for Service Operations Position

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the internship position for Service Operations at [Company Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am excited about the opportunity to contribute to your team and further develop my skills in service operations.

Through my coursework and previous experiences, I have developed a solid foundation in [relevant skills or experiences related to service operations]. I am particularly drawn to [specific aspect of the company or position] and believe that my background in [specific related experience or skill] would help me make a meaningful contribution to your team.

I am eager to learn more about the operational efficiencies at [Company Name] and am committed to providing high-quality support. Enclosed is my resume for your review. I look forward to the opportunity to discuss how I can contribute to your team during this internship.

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

Sincerely,
Your Name