

Internship Application

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

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

Dear [Recipient Name],

I am writing to express my interest in the Event Planning Internship position at [Company Name] as advertised on [Where You Found the Listing]. With a passion for hospitality and a strong desire to enhance my skills in event planning, I believe this internship aligns perfectly with my career aspirations.

I am currently pursuing a degree in [Your Degree] at [Your University] and have completed relevant coursework in event management and hospitality. Additionally, I have gained practical experience through [any previous experience or volunteer work related to events], which has equipped me with the organizational and communication skills necessary for a successful event planner.

I am particularly impressed by [mention any specific project or value of the company], and I am eager to contribute my creativity and enthusiasm to your dynamic team. I am confident that my proactive approach and dedication will make a positive impact on [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. I have attached my resume for your review.

Sincerely,
[Your Name]