

Internship Application for Operations Management

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Operations Management Internship position at [Company Name] as advertised on [where you found the internship]. I am currently a [Your Year, e.g., junior] at [Your University], pursuing a degree in [Your Major]. I am eager to apply my academic knowledge and skills in a practical environment, and I believe that [Company Name] is the perfect place to do so.

During my academic career, I have developed a strong foundation in operations management concepts, including supply chain management, process optimization, and quality assurance. My coursework in [specific courses] has equipped me with the analytical and problem-solving skills necessary to excel in this role.

I also had the opportunity to work on a project related to [briefly describe a relevant project], where I [describe your role and contributions]. This experience allowed me to understand the intricacies of operations in a real-world setting and further fueled my passion for this field.

I am particularly impressed by [something specific about the company or its projects], and I am excited about the opportunity to contribute to your team. I am eager to learn from the experienced professionals at [Company Name] and gain hands-on experience in operations management.

Thank you for considering my application. I hope to discuss my application further and am looking forward to the opportunity for an interview. Please find my resume attached for more details about my background and experiences.

Sincerely,
[Your Name]