

Internship Application for Operations Management Position

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's 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's Name] as advertised on [where you found the internship listing]. I am currently pursuing a degree in [Your Major] at [Your University] and am eager to apply my academic knowledge in a practical setting while contributing to your esteemed organization.

During my coursework, I have developed strong analytical and problem-solving skills which I believe are essential for a role in operations management. Additionally, my experience [mention any relevant experience or projects] has prepared me to effectively support your team and contribute to process improvements.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or industry]. I admire [something specific about the company's operations or culture] and am excited about the opportunity to be a part of such an innovative team.

I have attached my resume for your review. I look forward to the opportunity to discuss my application further and am available at your convenience for an interview. Thank you for considering my application.

Sincerely,

[Your Name]