

Internship Application for Operations Management

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 an internship position within the Operations Management department at [Company's Name]. I am currently pursuing a degree in [Your Degree] from [Your University] and am eager to apply my academic knowledge in a practical setting.

Through my coursework, I have developed a strong foundation in operations strategy, supply chain management, and process optimization. I am particularly drawn to [specific aspect of the company's operations or mission], and I believe that my skills and enthusiasm would be a great fit for your team.

I am available for [mention availability] and would love the opportunity to contribute to your organization while furthering my understanding of the operations management field. I have attached my resume for your review and would appreciate the opportunity to discuss my application in further detail.

Thank you for considering my request. I look forward to the possibility of working with [Company's Name] and contributing to your team.

Sincerely,
[Your Name]