

Request for Operations Management Internship

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 Operations Management Internship position at [Company Name] as advertised on [where you found the internship listing]. I am currently pursuing my degree in [Your Degree] at [Your University] and am eager to apply my academic knowledge in a practical environment.

Through my coursework and projects, I have developed a strong foundation in operations management principles, including supply chain management and process optimization. I am particularly drawn to [Company Name]'s commitment to innovation and efficiency, and I am excited about the opportunity to contribute to your team.

I am a proactive learner and a team player, with excellent analytical and problem-solving skills. I am confident that my dedication and enthusiasm make me a suitable candidate for this internship. I would greatly appreciate the opportunity to discuss how I can contribute to your organization.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
Your Name