

Internship Application

Date: [Insert Date]

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the internship listing]. I am currently pursuing a degree in [Your Degree] at [Your University], and I am eager to apply my skills in a practical environment, particularly in the area of purchasing and procurement.

During my studies, I have developed strong negotiation skills through various projects and coursework, including [mention specific projects or classes]. I learned how to analyze offers and identify cost-saving opportunities, which I believe would be highly beneficial in a purchasing role. My approach to negotiation is collaborative; I strive to create win-win situations that foster long-term relationships with suppliers and stakeholders.

Furthermore, my experience as [mention any relevant previous experience] allowed me to hone my analytical and communication skills, essential for effective negotiations. I am confident that my proactive attitude and ability to think critically will make me a valuable addition to your team.

I am very enthusiastic about the opportunity to contribute to [Company Name], and I am keen to learn and expand my skill set in a dynamic environment. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]