

# Internship Application for Procurement and Purchasing Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 internship position in Procurement and Purchasing at [Company Name], as advertised on [where you found the internship]. I am currently pursuing a [Your Degree] at [Your University], and I am eager to apply my knowledge and skills in a real-world setting.

Through my coursework in supply chain management and my experience in [related experience], I have developed a strong foundation in procurement processes, negotiation techniques, and vendor relationship management. I am particularly drawn to this internship because of [specific reason related to the company or its projects], and I believe that my proactive approach and dedication to excellence would be an asset to your team.

I am excited about the opportunity to contribute to [Company Name] and learn from industry professionals. I would welcome the chance to discuss my application further and learn more about the internship program. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]