

Internship Application for Purchasing Department

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 opportunity within the Purchasing Department at [Company Name] as advertised on [Where You Found the Opportunity]. I am currently pursuing a degree in [Your Degree] at [Your University], and I am eager to apply my knowledge and skills in a practical environment.

Throughout my academic career, I have developed a strong foundation in procurement processes and supply chain management. My coursework in [Relevant Courses] has equipped me with the analytical skills and attention to detail required to excel in this field. I am particularly drawn to [Company Name] because of [Specific Reason Related to the Company], and I believe that this internship will provide me with invaluable hands-on experience.

I am enthusiastic about the opportunity to contribute to your team and learn from experienced professionals in the purchasing department. I am confident that my work ethic and dedication will be an asset to your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]