

Internship Application for Sourcing and Procurement

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 position in the sourcing and procurement department at [Company Name], as advertised on [where you found the internship]. I am currently pursuing a [Your Degree] at [Your University], and I believe that my background in [relevant courses or experiences] makes me a strong candidate for this role.

I am particularly drawn to [Company Name] because of [specific reasons related to the company or its projects], and I am eager to bring my skills in [mention relevant skills] to your team. I am excited about the opportunity to contribute to sourcing strategies and vendor negotiations while gaining hands-on experience in the procurement process.

Throughout my academic career, I have developed a strong foundation in [mention relevant subjects or projects], and I am eager to apply this knowledge in a practical setting. I am a quick learner, a team player, and I am confident that I would be able to make a positive impact during my internship.

I would appreciate the opportunity to discuss my application in further detail and explore how I can contribute to your esteemed team at [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warmest regards,

[Your Name]