

Internship Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose an internship opportunity within the supply chain management department at [Company Name]. I am currently a [Your Major] student at [Your University], and I am eager to apply my academic knowledge in a practical setting.

Through my coursework and projects, I have developed strong analytical and communication skills, particularly in areas such as inventory management, logistics coordination, and demand forecasting. I am particularly impressed by [specific project or initiative by the company], and I believe my background in [specific skills or experiences relevant to the application] would make me a valuable addition to your team.

I am available for a [duration] internship starting from [start date], and I am open to both part-time and full-time roles. I am enthusiastic about the possibility of contributing to [Company Name] and gaining hands-on experience in supply chain management.

Thank you for considering my proposal. I look forward to the opportunity to discuss how I can contribute to your team. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]