

Request for Internship Opportunity in Project Management

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University], pursuing a degree in [Your Major]. I am writing to express my interest in an internship opportunity in project management at [Company Name].

With a strong foundation in [relevant skills or coursework], I am eager to apply my knowledge and gain hands-on experience in the field of project management. I am particularly drawn to [specific project or aspect of the company], and I believe that interning at [Company Name] would provide me with invaluable insight into the industry.

I am available for an internship [mention your available times, e.g., this summer or during the semester], and I am enthusiastic about the possibility of contributing to your team. I have attached my resume for your review, and I would welcome the opportunity to discuss my application further.

Thank you for considering my request. I look forward to the possibility of working together and contributing to the success of [Company Name].

Sincerely,

[Your Name]