

Your address
Your City/State/Zip
Date

Internship Program Coordinator
Company Name
Address
City/State/Zip

Dear Internship Program Coordinator:

Attached please find my resume as an application for the summer internship program [or specific internship position here]. I am a junior pursuing a B.S. in Business Management with a minor in Economics from Nazareth College. Your organization has a reputation for professionalism and quality work, and I would truly appreciate an opportunity to contribute to your team.

I have consistently sought leadership and professional experiences that provided me with the opportunity to learn and work in fast-paced team settings. During my part-time job at Wegmans, I interacted extensively with customers and improved my communication and problem-solving skills. My coursework in business has given me a strong foundation and project experience in marketing, accounting, and finance principles that I am eager to apply in real world settings.

Last semester, I completed an intensive, hands-on computer course for Access, Word, Excel, and PowerPoint. Additionally, through my extracurricular involvement in [club or sport here], I have learned to manage my time effectively and understand the importance of contributing to a team to reach a greater goal.

I would truly appreciate an opportunity to talk with you further, and can be reached at EMAIL or PHONE. Thank you for your time and consideration.

Sincerely,

Joe Student

Joe Student