

Business Letter Example For Students

Jessica Miller

123 Maple Street

Townsville, NY 12345

Email: jessica.miller@example.com

Phone: (555) 123-4567

March 21, 2024

Mr. Thomas Greene

Internship Coordinator

XYZ Corporation

456 Corporate Blvd

Industry City, NY 67890

Dear Mr. Greene,

I am writing to express my interest in the summer internship program at XYZ Corporation, as advertised on your company website. As a third-year student majoring in Business Administration at the University of Townsville, I am eager to apply my academic knowledge in a real-world setting, particularly in a prestigious company known for its innovative approach to business and technology.

I would greatly appreciate it if you could provide me with more detailed information regarding the internship program. Specifically, I am interested in learning about the application process, the selection criteria, the scope of responsibilities for interns, and

any opportunities for specialization within the program. Additionally, insights into the mentorship and training components of the internship would be invaluable.

My academic and extracurricular involvement has equipped me with a solid foundation in business principles, teamwork, and leadership. I am particularly drawn to XYZ Corporation's commitment to fostering innovation and leadership skills among its interns. I believe that participating in your internship program would not only complement my academic pursuits but also significantly contribute to my professional development.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of the XYZ Corporation internship program. I am available for an interview at your convenience and can be reached at (555) 123-4567 or via email at jessica.miller@example.com.

Thank you for considering my request. I look forward to the possibility of contributing to your team and gaining invaluable experience at XYZ Corporation.

Sincerely,

[Signature for hard copy]

Jessica Miller