
Personal Business Letter For Students

Alex Johnson
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Jane Doe
Human Resources Manager
Tech Innovations Inc.
456 Industry Drive
Innovation City, CA, 94088

Dear Ms. Doe,

I am writing to you as a student of Columbia University, currently pursuing a degree in Computer Science. The purpose of my letter is to express my profound interest in the summer internship program at Tech Innovations Inc., specifically in the software development department.

As part of my academic journey and career aspirations, I have dedicated myself to mastering programming languages such as Java, Python, and C++. My involvement in the university's Hackathon team has not only honed my coding skills but also taught me the importance of teamwork and innovation in solving real-world problems.

I am particularly drawn to Tech Innovations Inc. because of its reputation for fostering a culture of creativity and its groundbreaking work in developing cutting-edge software

solutions. I believe that engaging with your esteemed organization can significantly enhance my learning and offer me invaluable hands-on experience in the tech industry.

I am eager to learn more about the projects within your software development team and how I might contribute my skills and enthusiasm. I am fully prepared to take on the challenges that come with this internship and am committed to contributing my best to your team.

I would greatly appreciate any advice you could offer me regarding preparing for a career in software development. Additionally, if there are any requirements or procedures for applying to your summer internship program, I would be grateful if you could provide me with this information.

Thank you very much for considering my request. I am looking forward to the possibility of discussing this exciting opportunity with you further. Please feel free to contact me at 555-234-5678 or via email at alex.johnson@email.com. I am happy to provide additional information or documents if required.

Thank you once again for your time and consideration. I am enthusiastic about the opportunity to learn and grow by engaging with professionals at Tech Innovations Inc. and contributing to your pioneering projects.

Sincerely,

Alex Johnson