

Highly formal application

Subject: Application for Business Internship Program

Dear [Human Resources Manager],

I am formally applying for the Business Internship Program at [Company Name]. With a strong academic background in [degree/major] and relevant coursework in [subjects], I am eager to apply my knowledge in a professional business environment.

I have demonstrated my ability to work independently and collaboratively through various academic projects and extracurricular activities. My attention to detail, strong communication skills, and commitment to excellence align with the values of [Company Name].

I respectfully request your consideration of my application and look forward to the opportunity to discuss how I may contribute to your team.

Sincerely,

[Your Name]

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