

## Letter expressing initial interest before submitting a full application

Subject: Inquiry About Summer Internship Opportunities

Dear [Hiring Manager's Name],

I am writing to express my interest in potential summer internship opportunities at [Company/Organization Name]. Before formally applying, I wanted to learn more about your internship program and the qualities you look for in candidates.

As a [Your Major] student at [University Name], I have developed skills in [mention relevant skills] that I hope to further through practical experience. I admire your organization's work in [specific field] and believe this would be an ideal environment to grow.

Could you kindly provide more details regarding the application process, deadlines, and program expectations? I am very eager to apply.

Thank you in advance for your guidance.

Sincerely,

[Your Name]

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