

Initial application before full documentation

Subject: Preliminary Application for Engineering Internship

Dear [Hiring Manager Name],

I am submitting my preliminary application for the [Engineering Internship] at [Company Name].

Currently pursuing my degree in [Engineering Field], I am interested in gaining practical experience and exposure to industry practices.

I will be able to provide a complete portfolio of my projects and coursework shortly. In the meantime, I am eager to discuss how my background and interest in [specific area] align with your internship program.

Thank you for your attention. I look forward to sharing further details.

Best regards,

[Your Name]

[Email]

[Phone Number]

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