

Internship Follow Up Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on the internship opportunity that I recently applied for at [Company/Organization Name]. I am extremely enthusiastic about the prospect of joining your team and wanted to express my continued interest in the position.

I understand that you receive numerous applications, and I wanted to take this opportunity to reiterate my strong passion for the industry and the specific internship role at [Company/Organization Name]. Since submitting my application, I have been diligently researching your organization and have become even more convinced that it aligns perfectly with my career aspirations and personal values.

Throughout my academic journey at [University/College Name], I have gained valuable theoretical knowledge in [relevant field or area of study]. Moreover, I have actively sought opportunities to apply this knowledge in practical settings. My previous internships and projects have provided me with hands-on experience in [specific skills or areas of expertise], which I believe would be directly applicable to the internship position at [Company/Organization Name].

I am particularly impressed by [specific project or achievement] undertaken by [Company/Organization Name], which highlights your commitment to [industry trends or values]. I am eager to contribute to such innovative initiatives and learn from the experienced professionals at your organization.

I would appreciate any update you could provide regarding the status of my application. I am available for an interview at your convenience and would be grateful for the opportunity to discuss how my skills and qualifications can contribute to the success of [Company/Organization Name].

Thank you for considering my application. I genuinely appreciate your time and consideration.

Please find attached my résumé and any other supporting documents for your reference. Should you require any further information, please do not hesitate to contact me.

I look forward to the possibility of joining your esteemed team and making a meaningful contribution.

Thank you once again for your time and attention.

Yours sincerely,

[Your Name]