

Preliminary Letter for Internship or Entry-Level Print Production Management

Subject: Application for Print Production Management Internship

Dear [Manager's Name],

I am currently completing my degree in Graphic Communications and am eager to gain practical experience in print production management. I am particularly interested in learning about workflow optimization, team coordination, and quality assurance processes.

Though I am at the beginning of my career, I have completed relevant coursework and internship projects that provide a solid foundation for contributing effectively to your team. I would be grateful for the opportunity to intern with your company and learn from experienced professionals.

Thank you for considering my application.

Sincerely,

[Your Name]

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