

# Requisition Letter For Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Internship Requisition Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my strong interest in pursuing an internship opportunity at [Company/Organization Name]. As a highly motivated and dedicated student, I am eager to gain practical experience and contribute to the success of your esteemed organization.

Allow me to introduce myself. My name is [Your Name], and I am currently a [Year of Study] student at [University/College Name], majoring in [Your Major]. Throughout my academic journey, I have developed a passion for [Relevant Field/Area], and I am keen on applying the theoretical knowledge I have acquired to real-world situations.

I believe that an internship at [Company/Organization Name] would provide me with invaluable exposure to the industry and the chance to work alongside experienced professionals. Your organization's commitment to excellence and innovative approach align perfectly with my personal and academic aspirations.

During my studies, I have undertaken various projects and coursework that have enhanced my skills in [mention relevant skills like research, data analysis, communication, problem-solving, etc.].

Moreover, I am a quick learner with a strong work ethic, and I thrive in both individual and collaborative settings.

I am particularly impressed by [mention any specific projects, products, or initiatives of the company] and how they have positively impacted the industry and society as a whole. I firmly believe that my dedication, creativity, and determination would make me a valuable addition to your team.

Enclosed with this letter, please find my updated resume, which further outlines my academic achievements, relevant coursework, and extracurricular activities. I would be delighted to discuss how my skills and experiences align with the internship position during an interview.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute my best efforts to the success of [Company/Organization Name]. I am available at your convenience for a phone call or in-person meeting. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Once again, thank you for your time and consideration.

Sincerely,

[Your Name]

[Enclosure: Resume]