

Referral-Based Application - Professional

Subject: Summer Internship Application - Referred by [Referrer's Name]

Dear [Hiring Manager's Name],

[Referrer's Name], [their position] at [Company Name], suggested I reach out to you regarding the Summer Internship position on your team. [He/She/They] thought my background in [relevant field] and interest in [specific area] would make me a strong candidate for the role.

I am currently a [year] at [University] studying [Major], with particular focus on [specialization]. My academic and extracurricular experiences have prepared me well for this opportunity. Specifically, I have [relevant experience or achievement], which developed my skills in [relevant skills].

Additionally, my involvement in [relevant activity] has given me practical experience in [relevant area].

[Referrer's Name] shared insights about your team's current projects, particularly [specific project or focus area]. This aligns perfectly with my interests and coursework in [relevant area]. I am especially intrigued by [specific aspect of the work], and I am eager to contribute to these initiatives while learning from experienced professionals.

I have attached my resume and would welcome the opportunity to discuss how my background and enthusiasm can benefit your team this summer. Thank you to both you and [Referrer's Name] for considering my candidacy.

I look forward to hearing from you.

Sincerely,

[Your Name]

[Contact Information]

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