

Application for Internship

To : mahesh.sharma@gmail.com.

Subject : Application of Internship at ABC Pvt Lmt for
Technical department.

Dear Sir

With reference to an advertisement about internship in the technical department of your company, I would like to apply for the same. I have excellent communication skills, an in depth technical knowledge, and am well versed in all common programming languages. I am a detail-oriented, organized and disciplined person. I am fluent in English, hindi and Gujarati, and also have my own conveyance.

I am a soft spoken person and have excellent persuasive ability. My other skills include leadership qualities, team spirit and proactive behaviour.

I have attached my resume for your further reference. Looking forward to a favourable reply.

Regards,
Krishnaraj PT.

Acceptance letter

To : mahesh.sharma@gmail.com

Subject : Acceptance of Internship for Technical department

Dear Sir

Thank you for the honour. I am extremely grateful and looking forward to working with you.

Regards,
Krishnasej PT