

SREEDHEV M R

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Sir / Madam

I am writing to enquire for the vacancies of **three month internship** in your company. I enclose my resume for your information.

I have the ability to work with many different types of people. I believe I could fit easily in your team. I am flexible , quick to pick up new skills and eager to learn from others. I am keen to work for a company with a great reputation like you.

I would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment , I would be grateful if you would keep my resume on file for any future possibilities.

Yours Sincerely,

Sreedhev M R