INTERNSHIP COVER LETTER

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[Today’s Date]

[Hiring Manager’s Name]

123 Company Address

Company’s City, State, Zip Code

(xxx) xxx-xxxx

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

I’m writing to you regarding the marketing role that opened up recently. I came across the job description on [Website Name] and was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship, which is why I was drawn to this exciting opportunity.

As a junior Software Engineering student at the University of JIMMA, I have acquired skills in advertising, PR, product development, and market research. Currently I hold a 3.2 GPA and have been on the Dean’s List every semester. While in the JIMMA INSTITUTE OF TECHNOLOGY, I have strategically focused my coursework in the following areas:

* Web Development
* Web Design
* Integrated Marketing Communications

Using my knowledge of the above, I designed a marketing campaign for a local pet grooming business that yielded the highest return on investment based on our given budget. The campaign was so well received that I was awarded third place in UGA’s business plan competition.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me atyour earliest convenience.  I appreciate your time and consideration.

Sincerely,

Aparna Khatri

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