To

The Head of Human Resources Management.

Creative IT Institute, Dhaka

Subject: Application for the internship program in Graphic Design department.

Dear Sir,

This is Srabani Gain and I have completed the professional “Graphic Design” course from “Creative IT Institute.” My batch no. is #GB-1908. Currently I am doing BSc in CSE in Daffodil International University. I am interested in the internship program in Graphic Design from the beginning September’2019 to end November’2019 at your renowned institute for further improvement of my professional skill. Definitely, I believe this internship will be helpful to build up my career in Graphic Design. I hereby enclosing my CV for your consideration.

I therefore pray and hope that, considering my interest and circumstances you would be kind enough to give me a chance to join in Graphic Design department as intern.

Sincerely,  
Srabani Gain  
Batch: GB-1908