

Sample Internship Cover Letter

Your Name Address
Phone # and email Date
XYZ Corporation
Senior Account Executive
Dhanmondi Dhaka

Dear Mr.XYZ

I am contacting you in regards to an internship in the Public Relations department at your organization. I was referred to you by (mention if any department or individual referred you or else mention where you have heard about the internship. I believe if I get a chance to associate with your organization and the preferred department it would be an ideal way for me to expand my knowledge of the public relations field, while contributing my passion for sports and strong writing skills.

I have just completed 124 credits of mine and just have finished my 11th semester by majoring in Management with a concentration in International Business. My classes have given me an understanding of the work and importance of the public relations field. Along with the academic knowledge, I have also gained practical experience through many research work I have done with some my courses like (mention two or three courses research or project or assignment work). I had the opportunity to write press releases on various games, matches, and players, as well as contacted the proper media outlets to update them on scores and provide highlights of game, (as part of my this course work, mention one).These experiences have given me the background knowledge and ability to apply that knowledge, which will enable me to make an immediate contribution to the Public Relations Department at COMPNAY NAME.

My CV is enclosed for your consideration. Thank you for your time, and I look forward to hearing from you soon. Please feel free to contact me at (phone #) or by email at (email address).

Sincerely,
Name

Thank you
Job Counselor