Your Name  
Your Address  
Your Contact details (phone and email)  
  
Date  
  
Mrs Mary Stevens  
Hiring Manager  
ABC Company  
15 South Parkway  
Long Island, NY 11551

Dear Mrs Stevens

As a senior at the University of XYZ pursuing a bachelor's degree in Business with a major in Finance and a minor in Economics, I am enthusiastically seeking an internship in which I can learn as much as possible while making a real contribution.

My academic and previous internship experience have greatly increased both my knowledge and passion for financial markets and economics and I am very serious about my future career in business within a major corporation. I am eager to further develop my skills through a challenging internship experience. Your company has an excellent reputation for its innovation, expertise and its commitment to developing people.

I approach all my work with discipline and focus as shown by my excellent academic performance. My professors and previous employers have commended me for my strong analytical and communication skills. I am highly motivated and enjoy the challenge of demanding assignments.

In addition I can offer advanced computer skills including familiarity with a number of programming languages. I am confident that the combination of my strong work ethic, interpersonal skills and enthusiasm will make me an asset in any capacity in which you are willing to place me.

I welcome the opportunity to discuss further how I would make a substantial contribution to your company as an intern and I look forward to meeting with you in the near future at a mutually convenient time.

Thank you for your time and consideration.

Sincerely

James Intern