



Randall Evans

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Date

Recipient's name

Company

address

address

Dear [specific named individual]:

Excellent analytical abilities, coupled with strong interpersonal skills and attention to detail, make me a strong candidate for a position as an intern with your firm. It's my drive and determination that especially make me stand out. After reading the description of your international internship program, I have realized that my career interests match your firm's business objectives, and I am excited by your commitment to developing future leaders.

With my previous work experience and my exemplary academic performance as an international business major, I would bring more than the average intern to an internship at your organization. My education has also provided me with knowledge and experience in key areas of interest to [name of company]. I have participated in various extracurricular activities that cultivated my interpersonal communication skills. I am prepared to contribute strong analytical abilities, cultural sensitivities, and language skills that I have developed through relevant coursework and international travel. In addition, my professors and previous employers can attest that I am a team player, as well as an attentive listener who is motivated and dependable under pressure.

As a competitive swimmer when I was younger, I learned valuable organizational and time-management skills through balancing school and swimming. My involvement in sports has also equipped me with a strong work ethic and competitive spirit. Honesty, trustworthiness, and a drive for excellence round out what I can offer your firm.

[Name of company] appeals to me because of its impressive global reach and expertise in many areas. I am particularly interested in an internship because of your firm's reputation for having a highly supportive and team-oriented culture. I am convinced that the combination of my enthusiasm, creativity, and motivation to succeed will make me an asset in any capacity in which you place me. I can offer you an eager student with the ability to think outside the box and a keen desire to serve your firm and contribute to your team.

I will call soon to verify that you received my resume, answer any preliminary questions you may have, and arrange an appointment to talk about a position. I look forward to meeting with you to discuss how I can serve [name of company] in an internship position. Thank you for your time and consideration.

Sincerely,

Randall Evans