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XX0000@students.salisbury.edu

Today's Date

Name

Company

Address

Address

Dear **Name**:

I would like to convey my genuine interest in the advertised business internship position for this summer 20xx. The opportunity to have a valuable internship experience with such a reputable company is quite desirable. I will exert perseverance in any task requested. Additionally, my dedication will be unquestionably apparent and my enthusiasm unsurpassed.

The extensive business skills that I have acquired from Salisbury University present the background needed to be an efficient business intern in your organization. After graduation in May with my Business Administration degree, I plan on starting a Master of Business Administration program in September and complete the program in one year. These academic preparations will allow me to have a strong influence in **Company**. Furthermore, I am confident that my academic skills and desire to gain knowledge of the business world in general would be helpful to your company.

Additionally, I interned this past summer in the Corporate Office of Perdue Farms, Inc., and this past fall in the Grain and Oil Seed Division of Perdue. These internships gave me an opportunity to explore a wider range of business topics that I had not learned in my educational experiences, and develop responsibilities to fulfill tasks requested within the management and marketing departments. The internships that I have had in the past were wonderful experiences, which broaden my knowledge of the business field. I was able to create long lasting relationships with fellow students and co-workers. In addition, I participated in a winter study abroad program with the Franklin P. Perdue School of Business this past January. This experience allowed me to continue my desire to travel and extend my knowledge about international global business. From my course work, internships/jobs, study abroad program, and motivation to learn, I believe I would be an intern that would be an addition to **Company**.

To have a chance to utilize my academic and professional skills with your company would be a tremendous experience. I look forward to meeting with you for an interview to discuss my credentials. In conclusion, I would like to convey my eagerness and genuine desire to obtain an internship with **Company**. Thank you for your time and consideration.

Sincerely,

Kxxxx S.Xxxxxx