

My address
City, State Zip

Date:

Name
Title
Employer
900 Hine Trail
Crownsville, MD, 21032

October 29, 20XX

I am very interested in the internship _(company name)____ has available as advertised on your website. It combines my interest in pharmaceutical sales with my educational background as an exercise science major and marketing minor at Salisbury University. The opportunity to learn more about a career with____ is exciting, to say the least.

As a student at Salisbury, I have been involved in various activities that have provided me the skills necessary to be an asset to your organization. As pre-season co-captain of the varsity women's lacrosse team, I have mentored the underclassman both on and off the field emphasizing the importance of teamwork, grades and the key components in the highly competitive world of the NCAA. Chosen by my coach to sit on the Student Athletic Advisory Committee, we give insight on the student-athlete experience as well as providing a positive image. These activities show the importance of a competitive atmosphere, as well as utilizing organizational and managerial skills. I have sharpened my time management skills while balancing the demands of school with working part time at Salisbury University's Admissions House, as a representative to prospective students and families.

In addition to my extensive involvement with on campus activities, my summer employment has helped me develop a very strong work ethic. This past summer I worked as an Administrative Assistant at a Keller Williams Real Estate office. My responsibilities included, but were not limited to, interacting with clients as their first point of contact in the office, using the MLS software system to provide assistance to over 100 agents and clients, proofreading contracts, answering phones and assisting the Office Administrator. Over the four previous summers, I worked independently at a local produce market where I was responsible for opening and closing, assisting customers and handling cash.

I am very excited about the possibility of working for (company). Learning more about the pharmaceutical field will give me the insight needed to further consider this option as a full time position once I graduate in May 20XX. I look forward to hearing from you in the future to determine what steps I should take next as a candidate for this position. Thank you for your time and consideration.

Sincerely,

Xxxxx Xxxxxx