Dear Sir/Madam,

I am writing this letter to introduce myself and to express my motivation for working as an intern at your company.

My name is ….. and I am ……….. years old. I have been studying ……………. for…… years at Bezmialem Vakıf University in İstanbul / Turkey. I am interested in having a 2 months summer internship in your company by the Erasmus Placement grant of our university and in case of getting this grant, I will be able to supply and afford for all my needs (accommodation, travel, etc…) during the internship period.

My experience \_\_\_\_\_\_\_\_\_ combined with my courses in \_\_\_\_, has convinced me that \_\_\_\_\_\_ is a career option I would like to explore. Now I would like to do an internship at your company which I expect to expose me to many new challenges and which will provide me with a steep learning curve. I believe this internship would provide me with the ideal opportunity to expand my professional skills. As an intern, I would like to contribute your company’s workflow and to learn as much as I can.

In addition, I hope an internship experience at your company will provide me an idea about my future studies and will be a crucial step for my future education in a graduate degree or in professional career.

My resume and my transcript of records enclosed herewith for your consideration, includes additional information on my experience and skills. I hope you will take this letter as a sincere proof of my interest and motivation to have an internship in your company.

I am looking forward to hearing from you at your earliest convenience.

Thank you for your time and consideration.

Sincerely yours,

Name-Surname

Contact Details