

SAMPLE INTERNSHIP APPLICATION LETTER - BUSINESS EMPLOYER

1012 Pine Street, Apt. 3  
La Crosse, WI 54601

January 2, 20XX

Mr. John Smith  
Human Resource Manager  
Comden Corp., Inc.  
222 Jefferson Street  
Milwaukee, WI 54662

Dear Mr. Smith:

Please consider me as an applicant for your summer 20XX marketing internship position. I will be available for a full-time position beginning May 18 through September 3, 20XX. I learned of the position through the UW-La Crosse Career Services Office. After reading the positive evaluations from UW-La Crosse students who have previously interned with Comden Corp., Inc., I am definitely interested.

A copy of my resume has been enclosed for your review. Please note my academic achievements and campus involvement. I encourage you to contact my references who will attest to my career commitment, academic performance and work ethic.

Although my course work at UW-La Crosse is preparing me well for a career in business, I believe I now need to apply my knowledge in a real world work situation. An internship would provide that opportunity.

Please give my application strong consideration. Thank you for your time and consideration.

Sincerely,

John E. Bergeron

Enclosure