

SAMPLE INTERNSHIP LETTER OF INQUIRY FOR INTERNATIONAL STUDENT-BUSINESS

725 N. 11th Street
Apt 208
La Crosse, WI 54601

January 4, 20XX

Ms. Nichole Gonsalves
Vice President of Apparel Production
Reebok International
1235 Centennial Lane
Seattle, WA 67543

Dear Ms. Gonsalves,

At the suggestion of Reebok in Korea, I am sending my resume for a paid summer internship in your department beginning after May 19, 20XX. I have over three years of apparel industry experience and could be an asset to your department. A crucial part of my international business marketing major at the University of Wisconsin-La Crosse includes an opportunity to assist in a production area.

My former experience includes a position as marketing assistant at an international trade company that imports and exports designer, casual and sports clothing. I assisted with export and production of over \$4,000,000 USD in annual sales. I was able to exceed my managers expectations in many aspects of my work and I really would like to show you some of my strong organizational skills through an internship. Reebok is my number one choice.

I am available immediately for a telephone interview, I have already researched housing in Seattle and my preparedness would make an easy transition for you and your staff!

Sincerely,

Anje L. Fiyoto