

5<sup>th</sup> July 2013

XXX  
P.O BOX XXX – XXX  
Nairobi, Kenya

The Human Resources Director

Dear Sir/Madam

RE: APPLICATION LETTER FOR INTERNSHIP.

I am a senior at United States International University and graduating in August. I am interested in interviewing for a job as a Marketing Intern with your organization. I believe that your organization has the ideal environment in which I can pursue my goals of becoming successful in the field of business and financial management.

My academic background includes courses in finance, business management, marketing and public relations. My qualifications, dedication and intellectual curiosity, combined with my interest in advancing my knowledge of the financial industry, make an excellent candidate for this entry level job.

Over the last four years at USIU-A, I have demonstrated excellent problem solving and analytical skills. I have a good understanding of management and accounting concepts and can effectively manipulate tools such as spreadsheet and databases to pull together data to solve problems and present information. I have also demonstrated my communication, leadership and strong work ethic as well as enthusiasm in my co-curricular activities and jobs while maintaining a good GPA. I have a very strong interest in pursuing a career in business and believe that I possess the ability and initiative to deliver professional input and dedication in your organization.

I have enclosed my resume for your review. University transcripts are available upon request. I am readily available for the internship without any attachments. It would be a pleasure to interview with you and I look forward to hearing from you soon.

Thank you for your time and consideration.

Yours sincerely

XXX