

NAME

Address, City, State ZIP · Phone Number · Email Address

Date

Name (if known)

Title (if known)

Company Name

Address

City, State ZIP

Dear _____,

I am writing to apply for the Marketing Internship that is currently available with *xyz company* for the summer. I am currently a sophomore majoring in Integrated Marketing Communications at Roosevelt University and feel I would be an excellent match for your internship program.

The courses I have completed have given me a foundation in areas such as the relationship between media and society as well as the range of marketing communication tools that are available, including advertising and public relations. I have learned techniques to write clearly and concisely as well as how to choose the appropriate research methods to collect, analyze, and report data.

Additionally, I have gained skills in marketing through the Special Projects Coordinator job I have on campus. I have worked with staff members to assist in creating content for social media and the university website, and have designed flyers to advertise university lectures and programs. I am also an active member of the Advertisement Club on campus where I have helped other student organizations in promoting their events.

I believe that your Marketing Internship will allow me to build off of the skills I have already gained and that my education and experience will allow me to make meaningful contributions to your organization as well. I hope to meet with you to discuss the internship in more detail, and I thank you for considering me for this opportunity.

Sincerely,

Student Name