

[Employers name]
[Employers address]

Max Mustermann
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Ref: [Internship title of the vacancy you are applying for or its reference if stated]

Dear Mr / Ms [Last name of the contact person stated in the ad, if any]

I, Max Mustermann, currently in my first year at Lauder Business School, would like to apply for a 4 month internship for a post in the <name of department> department of your company.

I am currently pursuing my Masters in International Management and Leadership and at our University, we understand the importance of gaining practical knowledge which will complement the textbook knowledge and help a student gain a wider perspective of the subjects.

During the <name of the course> course I have found that I am decently skilled in the art of persuasion, as my teachers and my former employer of 2 years will rightly testify. I've had a knack of getting my point across very well, communicating with people, understanding their needs and providing them with a value proposition which is truly hard to refuse. My skills lie in my ability to comprehensively read and understand the situation and act quickly and yet smartly.

But of what use is a raw skill, unless it is sharpened? Therefore, I decided to enroll myself in the prestigious Lauder Business School to help me understand more about the subject I truly adore, to help me understand the mind of the consumer better and to learn some soft skills which have proven to be effective over many years.

Laden with textbook knowledge, I wish to implement the skills that I have learned, in the real world. What better way to prove that I have truly been benefited by this education, and what better place to start, than a company as reputed as yours?

So an internship with you, is something I look forward to very keenly.

I have enclosed my resume and cover letter as well.

Thanking You,

Your signature
[Your name:]