Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am pleased to apply for the position of Intern at (name of the company). I recently came to know about this position through a professor and to be very honest I thought this would not be true. I would like to state here that I was over the moon when I read at your official website (name or link of the website) that your company (name of the company) is giving a chance to youth to prove their skills and abilities without disturbing their studies.

I am also a part time student at (name of the university). I am currently doing my post graduate degree in (name of the subject). I hope to complete this degree with very good grades and play my part in benefitting the society and my country. Managing fee of the educational institutes is definitely a very big and challenging task. I have paid my bachelor’s semester fees by working at (name of the company). I used to go to the university in the morning and in the evening, I would work in (name of the company). I am proud to state here that despite working at (name of the company) I never compromised on my grades. I completed my bachelor’s degree with distinction in (name of the subject).

My professors were very pleased with my performance and one of them actually told me about this job. He was aware of my financial situation and my passion for knowledge. He told me that if I can pay my bachelors fee myself and yet get good grades, I should definitely purse my master’s degree and pay the fee myself. He was kind enough to write a letter to the Vice chancellor of my university to reduce my tuition fee. I only have to pay half of the fee now. Moreover, you want a person to work in the evening in your company and these timings are best for me. I could attend my master’s degree classes in the morning and work at your company in the evening shift.

At my previous job in (name of the company) I was responsible for managing the social media platforms such as Facebook, Instagram and pin interest. I have very good communication skills and my extrovert nature also helps me in getting along with everyone. I have both the experience of carrying out assigned Tasks alone as well as in the form of teams. I have worked as a leader of the team and also under a leader in a team thus, I not only know how to give orders and get people to complete the task but I am also well aware of listening to commands attentively and get the task done according to the given instructions.

I have a very diligent nature. I like to meet deadlines and complete the tasks assigned to me on time. I strive on improving myself. I am very positive about criticism. I appreciate positive criticism and note down every comment made by my supervisor so that I do not repeat the mistake in the future. My tasks as an intern at (name of the company) included writing posts, making blogs, managing the clients, keeping an eye on the sales and talking to the potential customers virtually.

At the end of this cover letter I would like to thankyou for considering my application for the position of Intern at (name of the company). Although due to my previous job at (name of the company) I am very well aware of the responsibilities of an intern, yet I look forward to meeting you and knowing more about the responsibilities that a person at the position of Intern has in your company. I am also eager to meet your current employees and know more about your company and its rules and regulations. For any further details please contact me on the details mentioned.

Your sincerely,  
Name of the applicant