

[INSERT NAME]
[INSERT ADDRESS]
[INSERT DATE]

Dear [INSERT HIRING MANAGER'S NAME],

I am writing to you with regards to the [INSERT JOB TITLE] internship currently advertised on Careers4students.co.uk, please find attached a copy of my CV for your consideration.

I am currently studying [INSERT SUBJECT] at [INSERT UNIVERSITY] and would love the opportunity to gain some valuable work experience.

More importantly, an internship with [INSERT COMPANY] would be mutually beneficial. Your company has an excellent reputation, and I am confident that the combination of my experience, education, and motivation to excel will make me an asset to your organisation.

Should you be interested in my details and wish to get in touch to discuss my application or to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]



careers4students.co.uk

Graduate Cover Letter Template