Jane Doe

Address

December 1, XXXX

Person’s name

Title

ABC Company

Address

City, State Zip

Dear Mr. X:

Having grown up in a family where my father is part owner of an auto dealership, I was really excited to see a Business Management Internship opportunity on the KLM website. I already speak the “automobile” language, and am an avid reader of automobile magazines and professional journals. I would love to learn more about fleet acquisition and management; another important component of the automobile industry.

As you can see from my resume, I am a rising senior at ABC University, where I have a 3.4 GPA. I am a Business Management major, with a minor in Finance. I have also had internships the past two summers where I have:

* Received intensive training from Internal Auditing staff
* Worked with auditing software including OnBase, Blackline, and Lawson
* Performed various financial risk and control tests
* Studied the Finance and Insurance operations of three dealerships, and
* Gathered, compiled and analyzed data for the (state name) portion of the NADA website.

My internships and strong academic background have helped me develop professionalism and critical thinking skills. My collegiate, high school, and sports activities have helped me develop excellent written, verbal, and interpersonal communication skills, as well as strong organizational and time management skills.

I believe my exposure to the automobile business, as well as the other skills and qualities I would bring to the internship make me a candidate who could make an immediate impact. I will call your office the week of December 14 to see if a personal interview can be arranged. Thank you for your time and consideration.

Sincerely,

Jane Doe