

SAMPLE STUDENT

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May 25, 20xx

Internship Coordinator
ABC Hospital
20 North Star Way
Schaumburg, IL 60035

Dear Internship Coordinator,

I am interested in applying for the Nutrition internship position with ABC Hospital. I have a strong academic foundation in nutrition and experience working in a healthcare environment as part of a diverse team of professionals.

I have attached my resume for your review. However, I would like to highlight my top transferable skills. I am a self-motivated individual with a strong work ethic and have excellent interpersonal and communication skills. In addition, I have a great deal of experience working in a collaborative team environment. I also have proficiency in Microsoft Office, comfortability using social media, and conducting internet research. I believe these qualifications make me a strong candidate for this internship and that I would be an asset to your team.

I look forward to an opportunity to discuss this position with you. Please contact me if I can provide more information about my qualifications or to answer questions. Thank you for your time and consideration.

Sincerely,

Sample Student