

SAMPLE STUDENT

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May 25, 20xx

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

Dear Internship Director,

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

I have attached my resume for your review. 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 and I am comfortable using social media and conducting internet research. I believe all of these qualifications make me a strong candidate for this internship position 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 at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student