

Project Management Internship Cover Letter

Your Name
Address
City, State Zip Code
Phone Number
Cell Phone Number
Email

Date

Name
Title
Company
Address
City, State Zip Code

Dear Mr. /Ms. LastName:

It is with great enthusiasm that I apply for the position of project management intern that was advertised on your company's website. With a degree in business management, my certification in project management, and my passion for team collaboration, I am confident that I would benefit this organization.

During my time as an under graduate, I managed several projects and organized several events targeted at creating awareness as the president of the tourism club. My ability to work under little or no supervision has helped me initiate ideas that ended up becoming really useful. My ability to work under pressure has also helped me to manage successful projects.

From initiating project ideas and coordinating other support needed to carry out the project to building strong relationships with people has equipped me to excel in this role. My ability to successful plan and achieve project goals will enable me to perform well in this position.

With 20 years of experience that ABC Company has under her belt and her strong technological expertise, I believe that this environment is one that will help me grow my career while I also contribute positively to the goal of the company.

I look forward to an opportunity to discuss my qualification with you. I anticipate your response.

Thank you for your consideration.

Signature

(Name)