

Project 2: internship cover letter

[Business](#)



Internship Cover Letter March Mrs. Catherine Jones VP, Human Resources
Lakeside Flower Company Westerville, NY 15692

Dear Mrs. Jones

The internship posting on internships. com concerning Human Resource position attracted my eyes as an outcome of the outstanding reputation of Lakeside Flower Company as the premier international flower organization. I was privileged in meeting Mr. Morgan, in your HR department, and I go on being interested in a company that mostly values ideas, ambition as well as enthusiasm. My academic background is very strong, as I have completed the major courses concerning HRM as I expect a graduation date of May 2015.

Not only do I meet the position's requirements, but also I bring about excellent communication, leadership as well as relationship experience. In analysis of these, include:

Communication skills: I write and edit monthly newsletter to more than 100 undergraduate individuals in regards to HRM.

Relationship building and leadership: I am very instrumental in building up a partnership between graduate and undergraduate programs to provide networking and mentoring programs.

Academic excellence: I possess all the necessary aspects concerning human resource management.

I am very interested in leveraging my education and leadership abilities for the significance of making a critical contribution to your organization. I possess flexible hours and I am ever available for more than 12-week internship starting from July.

I would to thank you for providing me your time and consideration in

<https://assignbuster.com/project-2-internship-cover-letter/>

reviewing my application and enclosed resume I look forward to expecting much better chance concerning the next steps in the process of selection and assure you that my enthusiasm as well as core belief in individuals would be considered as a valuable asset to your team.

Sincerely,

Student Name