

COVER LETTER



Dear Sir,

Following your advertisement of on 15th November 2019, I hereby place my resume for consideration for the internship program.

The advert stressed on the need for a person seeking the summer internship program to have reputable record of academic achievement, an individual with dynamic and quick thinking ability, a person capable of multitasking and prioritizing issues, has strong analytical or quantitative skills, detail oriented while focusing on quality results, strong communication skill, and technical competency MS office. It remains in my opinion that with the professional experience I have attained from different job sectors, I deserve the chance for the internship. My professional experiences encompass working with _____ Ltd. as Business Unit of _____.

I consider the know-how together with those from other sectors vital for the Summer Analyst Program. Many details concerning my skills and academic prowess are in the enclosed resume to provide more explanation. It is my hope that upon studying the resume you will remain convinced that I possess the requisite skills relevant for the advertisement.

I am best known for my outstanding skills in communicating with people. More so, I possess the ability to think critically and make appropriate decision even in multitasking environments. I also uphold



on time factor and quality standards on any task under my jurisdiction. Other skills include computer works involving all elements of MS office.

I tend to believe that based on my academic qualifications and professional experience, I deserve the internship chance. In addition, having prior interaction with the same program puts me in a better place to secure the opportunity. It remains my belief that I own the requisite skills to facilitate my consideration for the internship.

Thanks in advance for your anticipated positive response.

Yours Sincerely,

