

Your Postal Address

Email

**Date**

Company Name

Postal or Street Address

**Dear Sir/Madam or name of recipient:**

**Reference or Re:** Write application for ..... title of the internship/ Job position internship

**First paragraph:** Write an engaging paragraph, introduce yourself, and state why you are writing, where the position was advertised that you are applying for. State your qualification or current year of study.

**Second paragraph:** Motivate why you think you are the suitable candidate for the internship or job. Mention the area you are knowledgeable in your field of industry. What soft skills or employability skills do you possess e.g. oral and verbal communication skills? What are you passionate about and what you can contribute to the organization.

**Third paragraph:** Concluding remarks and indicating that you have enclosed supporting documents attached to your letter e.g. CV or Resume and other relevant documents.

Thank the application reviewer for the time to look at your application e.g. Thank you for taking the time to review my CV/Resume. I look forward to your response.

End your letter with **Yours faithfully**, if your salutation was Dear Sir/Madam and **Yours sincerely**, if it was Dear Mr Ekandjo.

**Your name and surname**

---

**Signature**