

Cover letter

Application for Project Management Internship

Dear Hiring Manager,

I am writing to express my strong interest in the Project Management Internship opportunity within your organization. I am a highly motivated and results-oriented graduate with a strong academic background in Project Management and Public Administration, seeking to gain hands-on professional experience and contribute meaningfully to project implementation and organizational objectives.

I am currently pursuing a Master of Science in Advanced Project Management and hold a Bachelor's degree in Public Administration. In addition, I am a certified Project Management Professional (PMP®), which has strengthened my understanding of project lifecycle management, planning, coordination, monitoring, and reporting. I am eager to apply this knowledge in a practical setting while learning from experienced professionals.

Through my academic studies and practical exposure, I have supported project coordination activities including preparation of work plans, activity tracking, documentation, reporting, and team communication. I have experience working collaboratively with diverse teams and supporting day-to-day project operations in fast-paced environments. I am well organized, detail-oriented, and highly committed to learning and professional growth.

I am particularly interested in an internship opportunity with your organization because of its commitment to professionalism, impact, and effective project delivery. I am confident that my strong work ethic, willingness to learn, and foundational project management skills would allow me to add value to your team while further developing my professional capacity.

I would greatly appreciate the opportunity to discuss how my background, skills, and motivation align with your internship program. Please find my CV attached for your review.

Thank you very much for your time and consideration.

Yours sincerely,

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