

From,  
Ms Emma,  
D-2, Whistling Winds Apartments,  
Waterloo Archway,  
London

To,  
Human Resource Officer,  
Reliable Telecommunications Ltd,  
London

Dear sir/madam,

I, Ms Emma, am writing this letter to introduce myself to you. I am applying for the internship in your esteemed institution. I have just cleared by Bachelor Degree in Engineering from the Electronics and Telecommunication Branch. The scores of my examination have been enclosed along with this letter and I hope these are sufficient to fetch me the internship for which I am applying. Starting the career with such an elite name in the telecomm industry shall give the required acceleration to my career.

The internship shall help me get the foundation for the career which I have been longing for. I would also like to mention the fact that I enjoy sound mental and physical health. I am skilled communication and can adapt to the given context within no time. I am capable of coping with any amount of work pressure and still can deliver the desired results.

Yours faithfully,  
Ms Emma