**Kaden Client**

123 Business Road, St. Louis, MO 12345. (888) 888-8888. kaden.client@uc.edu

[Application Date]

Mr. Stephen Wu

Business Operations

XYZ Company

Kansas City, MO 56789

When I discovered the business internship with XYZ Company on internships.com, I was excited by the opportunity to complement my coursework with practical experience. As a sophomore in Business Administration at University College, I am passionate about developing business-to-business partnerships with innovative companies. My academic coursework, leadership experience, and communication skills have prepared me well for this position.

* **Academic coursework.** I have completed courses in marketing, finance, management, and operations, resulting in a 3.75 GPA.
* **Leadership experience.** As the president of University College’s Enactus Chapter, I collaborate with students and business leaders on outreach projects to improve the quality of life for people in need.
* **Communication skills.** I excel at communicating in writing, on the phone, and as a presenter for small and large groups.

I am excited by the chance to contribute to your organization and would enjoy researching potential and existing clients as described in the internship description. I would be thrilled to learn alongside your diverse team of professionals.

My enclosed resume expands on my academic coursework, leadership experience, and communication skills. As I prepare for an exciting career in business, I am eager to gain a more detailed understanding of the field. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Kaden Client