

Formal Internship Inquiry Letter from an International Student

Subject: Inquiry About Internship Opportunities for International Students

Dear [Recipient's Name],

My name is [Your Name], and I am an international student pursuing [degree] at [university name]. I am reaching out to inquire about possible internship opportunities at [Company Name] that are open to international applicants.

I am particularly interested in [specific department or field] and believe that my background in [skills/experience] could make a valuable contribution to your team. Additionally, I am well-versed in cross-cultural communication and teamwork, skills that I have developed through my academic and extracurricular experiences.

Please let me know if there are any internship programs that accept international candidates. I have attached my resume for your reference and would appreciate any information about eligibility and application timelines.

Sincerely,

[Your Full Name]

[Your Contact Information]

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