

SUSHMITA PAUDEL

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The HR Manager

Subject :Letter to Join Internship

Dear Sir/Madam

My capabilities and eagerness to work, along with my academic background makes me a strong competitor for internship in your esteemed organization. My current status is that I am student of BCA from National College Of Computer Studies affiliated to Tribhuvan University. As a part of my course, I have to go for internship. I choosed your company as my interest in my field brought me up to work and gain experience in your organization.

Likewise my interest , at your place i will explore more for sure and i would be able to utilize and enhance the interpersonal skills i possess. Being in your organization would make me perfect enough and i will learn new tactics and tools in professional life.

I have good academic history. This is for the first time with my internship but i assure that i will prefer professionalism first. I will apply my knowledge wherever it can be used. I consider working with experienced professionals and the knowledge of freshers is the mutualism kind of relationship for your organization. If i will get a chance, I will prove to be an asset for your company.

Thanking you.

Sincerely,

Sushmita Paudel.