

First Name Last Name

[Address] • [City], [State] [Zip Code] • [telephone] • [email address]

February 21, 2019

Human Resources Department
L'Oreal
[Address]
New York, [Zip Code]

Dear Sir/Madam,

I am writing in response to the present opening for the internship position for three month this summer from July to August at L'Oreal. I hope you will consider me for the position as I am confident that my skills in combination with my commitment will be a valuable asset both for your company and its customers.

I was particularly interested to see a position open at L'Oreal, as I have often heard about its comprehensive services and always admired the organizational structure supported by standardized and controlled processes. I am impressed the way you work within the cosmetics field and I would love the opportunity to become a part of that work.

When carefully studying the requirements and job description for the position, I realized that my experience and skills would perfectly match your needs. I have acquired profound knowledge and practical skills in providing comprehensive administrative assistance, providing exceptional customer service, creating, and modifying policies and contracts. My bachelor degree in business and management helped me to gain proficiency at computer information systems, data management, web design, accounting assistance, and documentation. Being an excellent communicator, I have successfully cooperated with teammates to maintain efficient operations of the company.

There are numerous reasons why I would like to work for your company and I am planning to contribute to it as much as I can. I know that the produced products are very popular and, certainly, the quality is very high. Even though the cosmetic products are supreme, the prices are very affordable. I believe there is a lot more awaiting the company in future, as it keeps getting better every year.

Your company then appears to be a perfect place where I can utilize my experience, knowledge and skills to contribute to the development and progress of your organization. I would appreciate the opportunity to further discuss my background and interest in this position with you at a mutually convenient time. I can be reached via phone at [phone number] if any additional information is needed.

Thank you for your time and consideration.

Sincerely,

First Name Last Name.