**Olive Green**



**From:** Olive Green

**Sent:** Wednesday, March 15, 2023 | 9:30 AM

**To:** Anita Knapp

**Subject:** Management Trainee Internship Application

**Attachments:** Olive Green Resume Management Internship.docx; Olive Green Cover Letter Management Internship.docx

Dear Anita Knapp:

Western Washington University’s College of Business and Economics recently sent me a posting for House Design’s Management Trainee Internship.  As a student with a Business Administration major in management and minor in fine art, I believe I am an exceptional match for a company that describes itself as “*the* premier retailer for fine design.”  In addition to my education, I also have five seasons of experience in retail and customer service in fast-paced, challenging environments.

As recommended in your Handshake internship posting, I have attached a copy of my resume and cover letter.  Once you review the application materials, I understand that you will be in touch with qualified candidates to schedule interviews. If you need additional information, please feel free to contact me at greeo@students.wwu.edu or phone 360-555-1212.  I am very excited about the opportunity to intern with your organization and sincerely appreciate your consideration.

Sincerely,

Olive Green

516 ½ High Street

Bellingham, WA 98225

360-555-1212

greeo@wwu.edu

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