

# Program Management Intern Cover Letter

4218 Raeann VilleTysonfurt, FL 23474

**Dear Baylor Ebert,**

I am excited to be applying for the position of program management intern. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for data extracts, charts, and reports based on excel.

Please consider my qualifications and experience:

- Strong word processing and/or data entry skills, including familiarity with Microsoft Excel
- Studies and curriculum focus on Information Technology, Computer Science or Business Administration ( with technical / analytical aptitude)
- Strong skills in MS Office (esp
- Willing to work in international teams
- Proactive and self-dependent working style, goal-orientation and affinity to structure
- Proactive contributing own ideas
- Student (f/m) currently enrolled at a university or a university of applied sciences with a background in Strategy, Sales, Marketing and Project Management
- Business Consulting/ Sales or Communications internship experience is an advantage

**I really appreciate you taking the time to review my application for the position of program management intern.**

Sincerely,

Charlie Waelchi