**To Place:**   
The Human Resource Department, Date:  
Company Name,  
Address.

Sub: Applying for …………….. internship.

I write to express my interest to apply for the ……………….. internship in your organization. I am in my final year **B.Tech Civil Engineering** at **Gitam Engineering College**. I am looking forward to doing an internship in a reputed organization like yours before starting a full-time career.

I am familiar with on-site engineering, project planning, and scheduling. Additionally, I am proficient in AutoCAD and my ability to coordinate with clients and site engineers will make me an ideal fit for this internship position.

I can assure you that if I give this chance I would make use of my skills and abilities for the benefit of your organization.

I have enclosed my resume highlighting my education and work experience. I hope to have the opportunity to interview with you about this internship program. I can be reached at **xxxxxxx@gmail.com (or) 8525XXXXX50**. Thank you in advance for your time and consideration.

Regards,  
Your name,  
Signature.