Dear [Interviewer’s name}

I am writing in response to an advertisement posted in Facebook for an internship position as graphic designer.

My name is [Name], I am a final year student from Universiti Pendidikan Sultan Idris (UPSI) currently studying B.A Advertising Design. The duration for my internship is 6 Months from [Date] until [Date]

Based on my resume that I include, I have a Diploma in Graphic Design hence, I have a strong knowledge on creating a proper design from product design to advertisement design. Furthering my study in Advertising Design, I know the importance of advertisement to promote brand and delivering message to the audience either from print media and digital media.

Times Media is a great and perfect opportunity for me to learn more not only on graphic design but also in advertisement. Furthermore, I can learn about the importance of digital marketing to reach potential customer through online.

I am looking forward to discussing my potential and share my portfolio during the interview session. Feel free to reach me through phone or by an email.

Phone Number: 01X-XXXXXXX

Email: email.email@gmail.com

Sincerely,

[Name]