

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name or "Hiring Manager"],

I am writing to express my interest in the [specific internship position] advertised on [where you found the posting]. I am currently an undergraduate student majoring in [Your Major] at [Your University], and I am eager to apply my academic background and enthusiasm for [industry/field] to a hands-on internship experience with [Company Name].

During my studies, I have developed a strong foundation in [relevant skills/courses]. Through coursework and group projects, I have honed my abilities in [relevant technical or soft skills], and I am excited about the opportunity to further develop these skills in a professional environment. I am particularly drawn to [Company Name] because of your commitment to [something notable about the company or its projects/values], and I am eager to contribute to your ongoing success.

As someone who is motivated, quick to learn, and passionate about [field/industry], I am confident that I would make a positive addition to your team. I am eager to gain practical experience, learn from seasoned professionals, and contribute to meaningful projects that align with my interests and career goals.

Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to discuss how my background and aspirations align with this internship. I look forward to hearing from you.

Sincerely,

[Your Name]