

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Name of Internship Position] at [Company Name], as advertised on [where you found the internship posting]. I recently graduated with a degree in [Your Degree] from [Your University], and I am excited about the opportunity to apply my academic background and passion for [field/industry] within your esteemed organization.

During my academic journey, I have developed strong foundational knowledge in [mention relevant subjects, skills, or experiences], and have honed skills such as [list a few relevant skills, e.g., teamwork, communication, problem-solving]. My coursework and extracurricular involvement have equipped me with a strong work ethic and a willingness to embrace new challenges.

I am particularly impressed by [Company Name]'s commitment to [mention something notable about the company, such as innovation, community engagement, growth, etc.], and I am enthusiastic about the chance to learn from and contribute to your team. I am eager to develop practical experience, immerse myself in real-world projects, and support [Company Name]'s goals during my internship term.

Thank you for considering my application. I am confident that my enthusiasm, dedication, and eagerness to learn would make me an asset to your organization. I would welcome the opportunity to discuss how my background and skills can benefit your team. Please find my resume attached for your review.

Sincerely,
[Your Name]