

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[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 [Internship Position Title] at [Company Name] as advertised on [where you found the position]. I was excited to learn about this opportunity from [Referral Name], who is currently a [Referral's Position/Department] at your organization. [Referral Name] shared valuable insights into the company culture and the impact interns can have on your dynamic team, further motivating me to apply.

As a current student at [Your University/College] majoring in [Your Major], I have developed strong skills in [relevant skills or coursework] that directly align with the requirements of the internship. My hands-on experience with [briefly mention a relevant project, skill, or organization], combined with my proficiency in [another relevant tool or area], has prepared me to make meaningful contributions to [Company Name].

What excites me most about this internship is the opportunity to [mention something specific about the company or role that interests you]. I am confident that my passion for [industry or field], strong [soft skill, e.g., communication or problem-solving skills], and the guidance provided by [Referral Name] would enable me to thrive as part of your team.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and passion align with the goals of [Company Name]. Please find my resume attached for your review. I am happy to provide any further information or references upon request.

Sincerely,
[Your Name]