

Example Cover Letter for First-Time Internship Seekers Without Experience

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position Title] at [Company Name], as advertised on [where you found the listing]. As a [Your Current Year, e.g., second-year] student majoring in [Your Major] at [Your University/College], I am eager to apply my academic knowledge and passion for [industry/field] in a real-world professional setting.

Although I do not yet have formal work experience, I have developed essential skills through my coursework and various extracurricular activities. As a member of [Club/Organization Name], I collaborated with peers on multiple projects, demonstrating my ability to work effectively in a team and communicate clearly. My commitment to volunteering at [Volunteer Experience or Event] has also helped me hone my organizational and time management skills, which I am confident will translate well to an internship at [Company Name].

I am highly motivated, quick to learn, and enthusiastic about gaining experience in [specific area or department]. I am particularly drawn to [Company Name] because of [reason you admire the company or how its values align with yours]. I am excited for the opportunity to contribute my dedication and adaptability to your team while also expanding my skills and knowledge.

Thank you very much for considering my application. I look forward to the possibility of discussing how I can best contribute to [Company Name] as an intern. Please find my resume attached for your review.

Sincerely,
[Your Name]