

Formal Cover Letter Sample for Internship Application

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my keen interest in the **internship position** at [Company Name], as advertised on [where you found the internship posting]. As a [your current year/major, e.g., second-year student majoring in Business Administration] at [Your University], I am eager to apply the theoretical knowledge gained through my coursework to real-world challenges in your esteemed organization.

During my academic journey, I have developed strong analytical, communication, and problem-solving skills through relevant coursework such as [list key relevant courses or projects]. My involvement in [mention any extracurricular activities, student organizations, or volunteer experiences] has further enhanced my ability to work collaboratively in a team and manage multiple responsibilities effectively.

I am particularly drawn to [Company Name] because of [mention specific reason related to the company or industry], and I am excited about the prospect of contributing to your team while learning from experienced professionals. I am confident that my strong work ethic, enthusiasm, and willingness to learn make me a suitable candidate for this internship.

Thank you for considering my application. I would welcome the opportunity to discuss how my academic background and skills can contribute to [Company Name]'s goals. Please find my resume attached for your reference. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]