

Sample Cover Letter for Internship Application (With Referral)

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my strong interest in the [Internship Position Title] at [Company Name], as advertised on [where you found the internship posting]. I was referred to this position by [Referral Name], [Referral's Position] at [Company Name], who encouraged me to apply after learning about my background and enthusiasm for [industry/field].

Currently, I am pursuing a [Your Degree] at [Your University/College], where I have developed a solid foundation in [relevant skills or concepts]. My coursework and hands-on projects have provided me with experience in [mention specific skills or software relevant to the internship], allowing me to effectively [describe how these skills relate to the company's mission or goals].

Through my previous experience at [Previous Organization or University Project], I demonstrated strong [mention a professional skill] and an ability to [describe a relevant achievement or responsibility]. These experiences have prepared me to take on new challenges and to contribute positively to your team.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects/values], and I am eager to learn from your talented team while contributing to ongoing projects. The recommendation from [Referral Name] further inspires my confidence that this internship is an excellent fit for my background and career goals.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]