

Sample Cover Letter for Internship Position

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] Internship at [Company/Organization Name] as advertised on [where you found the posting]. As a current undergraduate student majoring in [Your Major] at [Your University], I am eager to apply my academic knowledge and develop practical skills within a professional environment.

Through my coursework in [relevant subjects] and involvement in [clubs, volunteer work, student organizations], I have developed strong [relevant skills, e.g., analytical, communication, teamwork] skills. My recent project on [briefly describe a relevant academic project or experience] taught me how to [describe a skill or achievement], and I am excited to bring this same dedication and enthusiasm to your team.

I am particularly drawn to [Company/Organization Name] because of your commitment to [mention something specific about the company/organization or its mission that interests you]. I am confident that this internship opportunity will allow me to further develop my [skill or field relevant to the internship] skills while contributing positively to your organization.

Enclosed is my resume, which provides additional details about my academic background and experience. I welcome the opportunity to discuss how my skills and aspirations align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team this summer.

Sincerely,
[Your Name]