

[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 interest in the **internship position** at [Company Name], as advertised on [Source/Website, if applicable]. As a [your current academic year, e.g., junior] pursuing a degree in [Your Major] at [Your University/College], I am eager to apply my academic background and strong motivation to contribute to your esteemed organization while gaining valuable practical experience.

Through my coursework in [Relevant Subjects or Projects] and involvement in [Relevant Activities, e.g., student organizations, volunteer work], I have developed key skills including [list 2-3 skills relevant to the internship, e.g., communication, problem-solving, data analysis]. I am particularly drawn to [Company Name] because of your commitment to [mention a value, project, or mission of the company that appeals to you], and I am confident that my enthusiasm and academic preparation will allow me to make a positive impact as part of your team.

I am excited about the opportunity to learn from experienced professionals at [Company Name] and to contribute my strong work ethic and adaptability. I am confident that this internship will provide a challenging and rewarding experience that will further develop my skills while allowing me to contribute to your goals.

Thank you very much for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications in more detail and am available for an interview at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]