

Inquiry Letter for Internship (No Prior Experience)

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company/Organization Name

Company Address

City, State ZIP Code

Dear [Recipient Name],

I am writing to express my interest in potential internship opportunities within [Company/Organization Name]. I am currently a [your year, e.g., sophomore] majoring in [your major] at [your university/college]. While I do not yet have formal professional experience in this field, I am highly eager to apply my academic learning and develop new skills through a hands-on internship experience with your esteemed organization.

During my academic journey, I have cultivated strong [mention any relevant skills, e.g., research, analytical, communication] skills as part of my coursework and extracurricular activities. I am self-motivated, adaptable, and enthusiastic to learn from experienced professionals. I am confident that my dedication and eagerness to contribute can make me a valuable addition to your team.

I would greatly appreciate the chance to discuss any internship openings or learn about ways I can become involved with your organization. Thank you very much for considering my inquiry. I have attached my resume for your reference and would welcome an opportunity to speak with you. Please feel free to contact me at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]