

Cover Letter Sample for Fresh Graduate Applying for Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Internship Position] at [Company Name] as advertised on [where you found the listing]. As a recent graduate from [Your University] with a degree in [Your Major], I am eager to put my academic background and strong motivation to practical use by contributing to your esteemed organization.

During my studies, I have developed a solid foundation in [relevant coursework or subject areas] and honed my skills in [related skills- e.g., research, data analysis, teamwork]. My involvement in [student organizations/university clubs/volunteer work] has further enhanced my leadership, time management, and collaboration abilities. For example, as a member of [Club/Organization Name], I [describe relevant achievement or responsibility], which strengthened my organizational and communication skills.

I am particularly drawn to [Company Name] because of your commitment to [mention a value, initiative, or achievement of the company]. I am confident that my adaptability, drive to learn, and academic achievements make me a strong candidate for this internship. I am eager to contribute to your team, expand my professional skills, and gain invaluable experience in [industry/field].

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how I can add value to [Company Name] as an intern. Please feel free to contact me at [your phone number] or [your email address] to schedule an interview.

Sincerely,

[Your Name]