

# 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]