

Cover Letter Sample for Unpaid Internship Position

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the **unpaid internship position** at [Company/Organization Name], as advertised on [where you found the posting]. As a [your year, e.g. sophomore] student majoring in [your field/major] at [Your University/College], I am eager to apply my academic knowledge in a professional environment and gain valuable hands-on experience in [specific area or department].

I am particularly drawn to [Company/Organization Name] because of your commitment to [describe a value, mission, or achievement of the company]. My coursework in [relevant courses or skills] has equipped me with a strong foundation in [specific skills or knowledge related to the internship], and I am excited to apply these abilities while learning from your esteemed team.

While I understand that this internship is unpaid, I am enthusiastic about the opportunity to contribute my energy, creativity, and dedication to your organization. I am confident that this experience will not only enhance my practical skills, but also allow me to make a meaningful contribution to your ongoing projects.

Enclosed is my resume, which provides additional details about my academic achievements and extracurricular involvement. I would highly appreciate the opportunity to discuss how my background, skills, and interests align with the needs of your team in greater detail.

Thank you for considering my application. I look forward to the possibility of contributing to [Company/Organization Name] and am eager to learn and grow within your organization. Please feel free to contact me at [your phone number] or [your email address] to schedule an interview.

Sincerely,
[Your Name]