

Sample Formal Letter for Job Application: Internship Position

[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 job posting]. I am currently a [your current education level, e.g., sophomore majoring in Marketing] at [Your University/College], and I am eager to gain practical experience and further develop my professional skills within your esteemed organization.

During my academic career, I have developed a strong foundation in [relevant subject or skill, e.g., marketing principles and data analysis]. My coursework has allowed me to build solid research, communication, and problem-solving abilities, which I am enthusiastic about applying in a real-world business environment. Additionally, my involvement in [any relevant extracurricular activities or volunteer work] has honed my teamwork and leadership skills.

I am particularly drawn to [Company Name] because of its commitment to [specific value or project of the company, e.g., innovation and community development]. I am confident that this internship will provide me with invaluable experience, and I am eager to contribute positively to your team.

I have attached my resume for your review. Thank you for considering my application. I would welcome the opportunity to discuss how my background, skills, and interests can be in line with the goals of your internship program. I look forward to hearing from you.

Sincerely,

[Your Name]