

## Sample Cover Letter for Internship Application (Undergraduate Students)

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

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

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] Internship position at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently an undergraduate student at [University/College Name], majoring in [Your Major], and I am eager to apply my academic knowledge and develop my professional skills through hands-on experience in your esteemed organization.

My coursework in [Relevant Courses or Subjects] has provided me with a strong foundation in [Industry/Field], while projects such as [Briefly Describe a Relevant Project or Achievement] have enhanced my abilities in [Mention Key Skills]. I am particularly drawn to [Company/Organization Name] because of your commitment to [Mention Something Specific About the Company-mission, culture, or recent project]. I am enthusiastic about the opportunity to learn from your team and to contribute my [Highlight Specific Skills or Traits-teamwork, communication, attention to detail, etc.] to your ongoing projects.

I am confident that my dedication, adaptability, and willingness to learn would make me a valuable addition to your team. I am excited about the prospect of contributing to [Company/Organization Name] and am eager to further discuss how I can support your goals during this internship opportunity.

Thank you for considering my application. I have enclosed my resume for your review. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]