

Cover Letter Template: Unpaid Internship (No Work Experience)

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [Name of Internship Position] at [Company/Organization Name] as advertised on [where you found the listing]. As a [your current year, e.g., "sophomore"] at [Your School/University] majoring in [Your Major/Field], I am eager to gain practical experience in [Industry/Field] and contribute to your team, despite having no prior formal work experience.

Through my academic studies, I have developed strong foundational knowledge in [relevant coursework or subject areas], and have honed my skills in [mention relevant skills such as communication, teamwork, research, etc.]. Additionally, I have participated in extracurricular activities such as [name clubs, organizations, volunteer work, or projects], which have helped me build valuable interpersonal and organizational skills. For example, [share a brief, specific example of a leadership or collaborative experience].

I am enthusiastic about the opportunity to learn from professionals at [Company/Organization Name] and to apply my skills in a practical setting. I am highly motivated, quick to learn, and dedicated to contributing positively to your organization. I am confident that my strong work ethic, willingness to take on challenges, and eagerness to grow will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your organization while gaining hands-on experience. Please find my resume attached for further details. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]