

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

Dear [Recipient Name],

I am writing to express my enthusiasm for the internship position at [Company Name] as advertised [where you found the internship]. With a strong foundation in [Your Major/Field of Study] and relevant experience in [related experience or skills], I am excited about the opportunity to contribute to your team.

During my time at [Your University/College], I have developed [specific skills or experiences relevant to the internship], which I believe align closely with the goals of [Company Name]. One project I am particularly proud of is [briefly describe a relevant project or experience], where I [explain your role and the outcome]. This experience honed my ability to [mention skills relevant to the internship] and instilled in me a passion for [industry or field].

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that appeals to you]. I admire your commitment to [specific aspect of the company's work], and I am eager to be part of a team that is making a positive impact in [industry or field].

I am confident that my background and enthusiasm make me a suitable candidate for this internship. I am excited about the possibility of working alongside talented professionals at [Company Name] and contributing to [mention any specific project or value]. I look forward to the opportunity to discuss how I can support your team.

Thank you for considering my application. I hope to hear from you soon to discuss my application in more detail.

Warm regards,
[Your Name]