

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised [where you found the internship]. I am currently pursuing a Bachelor's in Business Administration at [Your University] and am eager to apply my academic knowledge in a practical setting.

Throughout my coursework, I have developed a strong foundation in key business principles, including marketing, finance, and management. I have gained hands-on experience through projects and case studies that have enhanced my analytical and problem-solving skills. Additionally, I have participated in [any relevant extracurricular activities or projects], which have further strengthened my teamwork and leadership capabilities. I am particularly drawn to this internship at [Company's Name] because [specific reason related to the company or industry]. I believe that working with your team would provide me with valuable insights and the opportunity to contribute positively to your organization.

I am enthusiastic about the chance to learn and grow in a professional environment like [Company's Name]. I have attached my resume for your review, and I would be grateful for the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]