

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company Name], as advertised [where you found the internship listing]. I am currently pursuing a Bachelor of Business Administration at [Your University], and I am eager to apply my academic knowledge and gain practical experience in [specific area of interest related to the internship].

During my studies, I have developed strong skills in [relevant skills, e.g., marketing, finance, project management], and I have successfully completed projects that involved [mention any relevant coursework, projects, or experiences]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects], and I believe that my background in [mention relevant courses or experiences] would allow me to contribute positively to your team.

I am excited about the opportunity to learn from experienced professionals and to contribute to [Company Name] while further developing my skills. I have attached my resume for your consideration, and I look forward to the possibility of discussing how I can contribute to your team during an interview.

Thank you for considering my application. I hope to hear from you soon.
Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]