

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at Bowling Green State University majoring in [Your Major]. I am writing to express my interest in internship opportunities within [Company's Name] for the [specific semester or summer period].

During my time at BGSU, I have developed a strong foundation in [mention relevant skills or coursework related to the internship]. I am particularly attracted to [Company's Name] because of [specific reason related to the company or its projects]. I believe that an internship with your organization would provide me with invaluable experience and the chance to contribute to your team.

I have attached my resume for your review, which includes details about my academic background and relevant experiences. I am eager to bring my skills in [specific skills] to your team and learn more about the [industry/field].

Thank you for considering my application. I would be grateful for the opportunity to discuss potential internship positions and how I can contribute to [Company's Name]. I look forward to your response.

Sincerely,

[Your Name]

[Your BGSU Student ID (if applicable)]