

[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 internship opportunity at [Company/Organization Name] as advertised on [where you found the internship]. I am currently a [Your Current Status, e.g., student at CGTC pursuing a degree in XYZ], and I am eager to gain practical experience in the field of [Industry/Field of Interest].

During my studies, I have developed skills in [relevant skills or coursework], which I believe align well with the requirements of this internship. I am particularly interested in [specific projects or aspects of the company/organization] and how I can contribute to [Company/Organization Name]'s goals.

I am enthusiastic about the possibility of working with your team and am eager to bring my [specific qualities or skills] to [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]