

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 a [specific internship title] internship at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Level of Education, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in [specific field/industry related to the internship].

Through my coursework and extracurricular activities, I have developed a strong foundation in [relevant skills or knowledge]. For instance, in my [relevant course or project], I [describe a specific project or experience that showcases your skills or knowledge]. This experience honed my abilities in [mention relevant skills], which I believe will be beneficial to your team.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that interests you]. I admire [specific values, projects, or aspects of the company], and I am excited about the opportunity to contribute to [specific goals or projects of the company].

I am keen to bring my [mention relevant skills or attributes] to the [specific department or team] and learn from the experienced professionals at [Company's Name]. I have attached my CV for your review, which provides further detail about my academic background and experiences.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain valuable skills during my internship. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Sincerely,
[Your Name]