

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

Dear [Recipient's Name],

I am writing to express my interest in the Data Entry Internship opportunity at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University], and I am eager to apply my skills and knowledge in a professional setting.

During my academic career, I have developed strong attention to detail and proficiency in various data management software, including [specific software/tools you are proficient in]. My coursework has provided me with a solid foundation in data analysis and administrative skills, and I am confident in my ability to contribute effectively to your team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values/mission]. I believe that my strong organizational skills and commitment to accuracy make me a perfect fit for this role.

I am excited about the possibility of working with [Company's Name] and learning from your talented team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your organization.

Sincerely,
[Your Name]