

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

Dear [Recipient's Name],

I am writing to express my interest in the [Internship Title] position at [Company's Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], and I believe my skills and experiences make me a strong candidate for this role.

[Paragraph 1: Briefly introduce yourself and your educational background, including relevant coursework or experiences.]

[Paragraph 2: Discuss your skills and experiences, focusing on how they relate to the internship position and how you can contribute to the company.]

[Paragraph 3: Mention your enthusiasm for the internship and alignment with the company's values or projects.]

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to [Company's Name] as an intern. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Attachment: Resume]