

**\*\*Template 1: Traditional Structure\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 the [Internship Title] position at [Company's Name] as advertised on [where you found the internship]. I am currently a [Your Degree] student at [Your University], and I believe my skills and passion for [related field] make me a suitable candidate for this role.  
[Paragraph detailing your relevant experience, skills, and why the company interests you.]  
I am excited about the opportunity to contribute to [Company's Name] and gain valuable experience. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.  
Sincerely,  
[Your Name]  
---

**\*\*Template 2: Creative Structure\*\***

[Your Name]  
[Your Email] | [Your Phone] | [LinkedIn Profile or Portfolio Link]  
[Date]  
[Employer's Name]  
[Company's Name]  
Dear [Employer's Name],  
I am thrilled to apply for the [Internship Title] at [Company's Name]. As a [Your Degree] student at [Your University], I have developed a keen interest in [specific aspect relevant to the internship].  
[Use bullet points to summarize your key experiences and skills relevant to the internship.]  
- [Skill/Experience 1]  
- [Skill/Experience 2]  
- [Skill/Experience 3]  
Joining [Company's Name] would be an incredible opportunity for me to further develop my skills and contribute to your innovative projects. I am eager to bring my background in [your skills/areas of expertise] to your team.  
Thank you for considering my application. I look forward to the opportunity to discuss how I can add value to [Company's Name].  
Best regards,  
[Your Name]  
---

**\*\*Template 3: Brief and Concise\*\***

[Your Name]  
[Your Email]  
[Your Phone]

[Date]  
[Employer's Name]  
[Company's Name]  
Dear [Employer's Name],  
I am writing to apply for the [Internship Title] at [Company's Name]. I am currently studying [Your Degree] at [Your University], and I am particularly drawn to your organization because [specific reason related to the company].  
My [skills/experiences] in [specific area] align well with this internship's requirements, and I am eager to leverage that in a dynamic team environment.  
Thank you for your consideration. I hope to discuss my application further.  
Sincerely,  
[Your Name]

---

**\*\*Template 4: Enthusiastic Tone\*\***

[Your Name]  
[Your Email]  
[Your Phone]  
[Date]  
[Employer's Name]  
[Company's Name]  
Dear [Employer's Name],  
I am excited to apply for the [Internship Title] at [Company's Name]! With my background in [Your Degree or Field] and a passion for [related industry/field], I believe this opportunity aligns perfectly with my career goals.  
I have hands-on experience in [relevant experience/skill] and am eager to contribute to your team's projects with [specific idea or approach]. I appreciate your time and consideration and look forward to the possibility of contributing to the innovative work at [Company's Name].  
Warm regards,  
[Your Name]