

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the internship listing]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to apply my skills and knowledge in a real-world setting and gain valuable experience in [specific field or industry]. During my time at [Your University], I developed a strong foundation in [relevant skills or knowledge]. My coursework in [specific courses or projects] has equipped me with [specific skills or experiences relevant to the internship]. Furthermore, my involvement in [any relevant extracurricular activities or volunteer work] has honed my [related skills or attributes].

I am particularly drawn to [Company Name] because of [specific reason related to the company or its mission]. I am excited about the opportunity to contribute to [specific project or initiative] and to learn from a team of talented professionals in the field.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further. Please find my resume attached for more information on my background and qualifications.

Sincerely,
[Your Name]