

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

Dear [Recipient's Name],

I am writing to express my interest in internship opportunities at [Company/Organization Name] as part of my academic program at Fox Valley Technical College. I am currently a [Your Year, e.g., sophomore] pursuing a [Your Major/Program] and am eager to apply my skills in a practical environment.

Through my studies, I have gained knowledge in [relevant skills or courses]. I am particularly drawn to [specific projects or values of the company], and I believe my skills in [specific skills] can contribute positively to your team.

I am available for an internship starting [availability date] and am eager to learn from experienced professionals. I look forward to the possibility of discussing this opportunity further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]