

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department/Office Name]  
Fort Valley State University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at Fort Valley State University as advertised [mention where you found the internship listing]. As a [Your Major] student at [Your University], I am eager to apply my knowledge and skills within a practical setting. In my academic career, I have gained experience in [mention relevant skills or experiences], which I believe will allow me to contribute positively to your team. [Include a brief example of a project or experience that relates to the internship].

I am particularly drawn to this internship because [mention specific reasons related to the internship or department]. I am excited about the opportunity to work alongside professionals and learn more about [mention relevant fields or expertise].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]