

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

Dear [Recipient Name],

I am writing to express my interest in applying for an internship position at [Organization Name] as advertised [mention where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at Flathead Valley Community College, pursuing a degree in [Your Major]. I am eager to gain practical experience that complements my academic background.

[Paragraph detailing your skills, experiences, and why you are a good fit for the internship.]

I am particularly drawn to [Organization Name] because [mention specific aspect(s) of the organization or projects that interest you]. I believe that my [relevant skills or experiences] will allow me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Organization Name].

Warm regards,
[Your Name]