

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

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently a student at Fox Valley Technical College pursuing a degree in [Your Major/Field of Study].

As part of my academic program, I am required to complete an internship to gain practical experience in the field. I am particularly drawn to [specific aspect of the company or organization] and believe that this internship will provide a valuable opportunity to apply my skills and knowledge in a real-world setting.

I possess skills in [list relevant skills or experiences], and I am eager to contribute to your team while furthering my professional development.

I would appreciate the opportunity to discuss this internship further.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]