

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [specific department or program] at Fort Valley State University (FVSU) as advertised [mention where you found the internship posting, if applicable]. I am a [your year - e.g., sophomore, junior, etc.] majoring in [your major] with a strong passion for [related field or area of interest].

Throughout my academic journey, I have developed valuable skills in [mention relevant skills or experiences related to the internship]. I am particularly drawn to this internship opportunity because [explain why you are interested in this specific internship and how it aligns with your career goals].

During my time at [previous experience or educational background], I successfully [mention a relevant achievement or project]. This experience has equipped me with [skills or knowledge gained that are relevant to the internship]. Furthermore, my involvement in [extracurricular activities, volunteer experiences, or part-time jobs] has enhanced my ability to work collaboratively in team settings and communicate effectively.

I am eager to bring my background in [mention relevant skills or experiences] to FVSU and contribute positively while gaining hands-on experience in [specific area related to the internship]. I am confident that this internship would not only help me grow professionally but also allow me to contribute meaningfully to [mention what you can contribute to the department or organization].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]