

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at GJC as advertised on [where you found the internship posting]. I am currently a [your current educational status, e.g., junior at XYZ University, pursuing a degree in ABC] and am eager to gain practical experience in [specific field/industry].

During my time at [Your University/School], I have developed skills in [relevant skills or coursework], and I believe that this internship would provide me with the opportunity to apply my knowledge in a real-world setting. I am particularly drawn to GJC because of [specific reason related to the company or its projects].

I am highly motivated, detail-oriented, and ready to contribute positively to your team. I have attached my resume for your review, and I am available for an interview at your convenience. Thank you for considering my application. I look forward to the opportunity to discuss my application in further detail.

Sincerely,  
[Your Name]