

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

Dear [Recipient Name],

I am writing to express my interest in applying for the internship position at [Company Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., Junior] at Grand Valley State University majoring in [Your Major], and I am eager to gain hands-on experience in [relevant field].

During my time at GVSU, I have developed a strong foundation in [relevant skills or coursework]. I believe that my passion for [industry/field] and my background in [specific skills or experiences] would make me a valuable addition to your team.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects]. I am excited about the opportunity to contribute to [specific projects or goals of the company] and to learn from the talented professionals at your organization.

Enclosed is my resume for your consideration. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Major]

Grand Valley State University