

Application for Internship

Your Name

Your Address

Your City, State, Zip

Your Email

Your Phone Number

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[Company's City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [Your Degree] student at [Your University] with a strong background in [Your Field/Skill Area].

During my time at [Your University/Previous Experience], I have developed skills in [list relevant skills or experiences]. I am particularly drawn to [Company's Name] because [reason why you want to intern there]. I believe my skills and experiences make me a strong candidate for this internship.

I am eager to contribute to your team and gain valuable experience in [specific field/industry]. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,

[Your Name]