

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my enthusiasm for the [Internship Position Title] at [Company Name] as advertised on [where you found the internship]. With a background in [Your Major/Field of Study] and a passion for [related interest or skill], I am eager to bring my skills and creativity to your team.

[Paragraph 1: Introduce yourself and your academic background. Mention any relevant coursework or projects that relate to the internship.]

[Paragraph 2: Highlight your skills and experiences that make you a suitable candidate for the internship. Include specific examples of past achievements or experiences that demonstrate your abilities.]

[Paragraph 3: Discuss why you are interested in the company and how the internship aligns with your career goals. Mention any research you've done about the company and its culture or projects.]

I am excited about the opportunity to contribute to [Company Name] and learn from your talented team. Thank you for considering my application. I look forward to the possibility of discussing this internship opportunity with you.

Sincerely,

[Your Name]

[Optional: Attachment Note - "Attached: Resume"]