

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Company's Name] as advertised [mention where you found the job posting]. I am currently a [your current status, e.g., "junior marketing student at XYZ University"] and am eager to apply my skills and knowledge in a practical setting.

[Paragraph 1: Introduce yourself and your background. Mention your major, relevant coursework, and any experiences related to the internship role.]

[Paragraph 2: Discuss the specific skills you possess that make you a suitable candidate for the internship. Include any relevant projects, volunteer work, or work experience.]

[Paragraph 3: Explain why you want to intern at this company specifically. Mention what you admire about the company and how you see yourself contributing to their goals.]

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [your phone number] or [your email].

Sincerely,
[Your Name]