

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship title] position at [Company Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

Throughout my academic career, I have developed a strong foundation in [relevant skills or experiences related to the internship]. My coursework and projects have helped me gain [specific skills or knowledge related to the position], which I believe will contribute to the success of your team.

I am particularly drawn to [Company Name] because [reason for interest in the company or industry]. I admire [specific aspect of the company or recent achievement], and I am excited about the opportunity to contribute to such an innovative organization.

Enclosed is my resume, which provides further detail about my educational background and experience. I am looking forward to the possibility of discussing how I can contribute to [Company Name] and learn from your team.

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

Sincerely,
[Your Name]