

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name], as advertised [where you found the internship posting]. I am currently a [your current education status, e.g., sophomore] majoring in [Your Major] at [Your University], and I am eager to apply my skills and passion for [related field/industry] to contribute to your team.

[Insert a paragraph or two detailing your relevant skills, experiences, and what you hope to gain from the internship. Be sure to connect your background to the organization and its goals.]

I am particularly drawn to [Company/Organization Name] because [provide specific reasons related to the company's projects, values, or reputation]. I believe that my [mention specific skills or experiences that make you a good fit] will allow me to contribute meaningfully during my internship.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain valuable experience at [Company/Organization Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]