

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name], as advertised [mention where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University/College] majoring in [Your Major].

[Paragraph 1: Introduce yourself and your background.]

[Paragraph 2: Outline your skills and experiences relevant to the internship.]

[Paragraph 3: Explain why you are particularly interested in this internship and the company.]

I have attached my resume for your consideration. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [Company's Name]. Thank you for your time and consideration.

Sincerely,  
[Your Name]