

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 internship position at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your School/University] majoring in [Your Major], and I am eager to apply my skills and passion for [relevant field or topic] in a practical setting. During my academic career, I have developed a strong foundation in [relevant skills or subjects]. I have completed [mention any relevant coursework or projects] that have equipped me with [mention any specific skills or software knowledge relevant to the internship]. I am particularly drawn to [specific aspect of the company/industry], and I believe that my background in [mention relevant experience or skills] aligns well with the goals of your team.

I am excited about the opportunity to contribute to [Company's Name] and learn from your talented group of professionals. I am confident that my enthusiasm and commitment to [mention the relevant field or goal of the internship] will make me a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and ambitions align with the needs of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]