

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University], majoring in [Your Major]. I am writing to express my enthusiasm for the Industrial Operations (IO) internship position at [Company Name], as advertised on [Where You Found the Internship Listing].

Throughout my academic journey, I have developed a strong foundation in [relevant skills or subjects], and I am eager to apply my knowledge in a real-world setting. My recent project on [briefly describe a relevant project or experience] honed my skills in [specific skills] and instilled a passion for [related field or topic].

I am particularly drawn to [Company Name] because of [specific reason related to the company's values, projects, or reputation]. I admire your commitment to [specific aspect of the company], and I believe my background in [related experience or coursework] aligns well with your team's goals.

I am excited about the opportunity to contribute to your projects and learn from your esteemed team. I am confident that my proactive approach and eagerness to adapt will make me a valuable asset during my internship.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Warmest regards,
[Your Name]