

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

JFK University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at JFK University, as advertised [where you found the internship posting]. As a [Your Major] student at [Your University], I am eager to gain practical experience in [specific field or area related to the internship] and to contribute to your esteemed institution.

During my studies, I have developed strong skills in [mention relevant skills or experiences], which I believe will allow me to make a meaningful contribution to your team. Furthermore, my [any relevant coursework or projects] has provided me with a solid foundation in [related knowledge or techniques relevant to the internship].

I am particularly drawn to this internship because [explain why you are interested in this specific internship and how it aligns with your career goals]. I am excited about the possibility of working with professionals in the field and utilizing my skills to support [mention specific department or project of interest].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to JFK University during this internship. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,
[Your Name]