

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

[Recipient's Name]
[Recipient's Title]

JFK High School
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at JFK High School for the [specific program/department] during [mention the time period, e.g., summer of 2024]. As a [your current status, e.g., high school student, college student, etc.] with a keen interest in [mention relevant field or subject], I am eager to gain hands-on experience and contribute to the vibrant community at your school.

My background in [mention relevant experience or skills] has equipped me with [specific skills or qualities]. I believe that my ability to [mention a relevant skill] and passion for [relevant subject or activity] would make me a valuable addition to your team.

I am particularly drawn to JFK High School because of its commitment to [mention specific values/initiatives of the school], and I am excited about the possibility of working alongside dedicated educators and staff members who inspire students to excel.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the JFK High School community as an intern.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]