

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the JLO Internship position as advertised [where you found the internship listing] for the [specific period, e.g., summer of 2023]. I am currently a [your year, e.g., junior] at [your university/college] pursuing a degree in [your major], and I am eager to apply my skills and knowledge in a professional environment. During my academic career, I have gained valuable experience in [mention relevant skills or experiences related to the internship], which I believe align with the requirements of the JLO Internship. Specifically, [provide a brief example of a project, coursework, or experience that showcases your skills].

I am particularly drawn to this internship because [mention what attracts you to JLO, such as its mission, values, or specific projects]. I am excited about the opportunity to contribute to [mention any specific goals or projects the company is working on], while simultaneously learning from the experienced professionals at JLO.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the team at JLO. I have attached my resume for your review and am happy to provide any additional information you may need.

Sincerely,
[Your Name]