

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

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the [Position Title] internship at [Company's Name], as advertised on [where you found the job listing]. As a recent [Your Degree] graduate from [Your University], I am eager to apply my skills and passion for [related field/industry] in a practical setting.

During my studies, I gained valuable knowledge in [mention relevant coursework or experience]. Additionally, my [mention any relevant internship, volunteer work, or project] allowed me to develop skills in [specific skills related to the job]. I am enthusiastic about the opportunity to bring my background in [relevant field] to your team and contribute to [specific goals or projects of the company].

I am particularly drawn to [Company's Name] because of [mention something specific about the company, such as its values, projects, or reputation]. I admire [specific aspect of the company or its work] and believe my abilities align well with your team's goals.

I am excited about the opportunity to learn more about [specific area] and to contribute positively to your team. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name].

Sincerely,
[Your Name]