

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at JVC as advertised [where you found the job listing]. I am currently a [Your Major] student at [Your University], and I am eager to apply my skills and knowledge in a practical setting while contributing to your team. I have gained valuable experience through [mention any relevant experiences, coursework, projects, or skills], which has prepared me for this opportunity. I am particularly drawn to JVC because [mention specific reasons related to the company or its projects].

I am excited about the possibility of contributing to JVC's [mention specific teams, projects, or values of the company] and learning from your talented professionals. I am available for an internship from [start date] to [end date], and am flexible with working hours.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]