

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at JWC, as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University], pursuing a degree in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

During my academic career, I have developed strong [mention relevant skills or experiences related to the internship] through [specific courses, projects, or previous internships]. I am particularly drawn to JWC because of [mention what attracts you to the company, its projects, or its values].

I am enthusiastic about the opportunity to contribute to [mention specific project or goal of the company] and learn from the talented team at JWC. I believe that my [mention any specific skills or experiences that make you a good fit] would allow me to make a meaningful impact during my internship.

Enclosed is my resume, which provides further details about my background and accomplishments. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]