

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Office Name]
Kennesaw State University
[University Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at Kennesaw State University, as advertised on [where you found the posting]. I am currently a [Your Year, e.g., sophomore, junior] majoring in [Your Major] and am eager to apply my skills and passion for [related field or interest] in a practical setting.

During my time at KSU, I have developed a solid foundation in [relevant skills or experiences], which I believe make me an excellent candidate for this internship. For instance, in my [specific course, project, or job], I successfully [describe a relevant project or task that demonstrates your skills or accomplishments]. This experience has equipped me with the ability to [key skills relevant to the internship].

I am particularly excited about the opportunity to contribute to [specific project, program, or department] at KSU because [reason why you are interested in the position or how it aligns with your career goals]. I am impressed by [mention any relevant KSU initiatives or values that resonate with you] and I am eager to bring my unique perspective to your team.

I am looking forward to the possibility of discussing how I can contribute to your department as an intern. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]