

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Institution Name] as advertised on [where you found the listing]. I am currently a [your major/degree program] student at [Your University], and I am eager to gain practical experience in [specific field/area related to the internship].

Throughout my academic career, I have developed a strong foundation in [relevant skills or knowledge], which I believe aligns well with the objectives of your team. Specifically, I have [mention any relevant coursework, projects, or experiences]. I am particularly drawn to [specific aspect of the company or project] and am excited about the opportunity to contribute my skills and learn from your esteemed team. I am impressed by [something notable about the company or team, such as a project, value, or goal], and I would be thrilled to be part of such an innovative environment. I am confident that my proactive approach, ability to work collaboratively, and enthusiasm for [industry or field] would make me a valuable addition to your team.

I have attached my resume for your review, and I would appreciate the opportunity to discuss how I can contribute to [Company/Institution Name] during an internship. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Attachment: Resume]