

[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 [Company's Name], as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University], majoring in [Your Major], and I am eager to apply my skills and knowledge to real-world experiences in the [industry/field].

Through my coursework and [mention any relevant experience, e.g., projects, previous internships], I have developed strong skills in [mention specific skills relevant to the internship]. I am particularly drawn to this internship because of [mention something specific about the company or its projects that interests you].

I am excited about the opportunity to contribute to your team while gaining valuable insights into [specific aspect of the industry or company]. I believe my background in [mention relevant experience or coursework] aligns well with the goals of [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for more details on my background and accomplishments.

Sincerely,
[Your Name]