

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

[Recipient's Name]
[Title]
[Department Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University] and am eager to apply my skills and knowledge in a practical setting.

Throughout my academic journey, I have developed [mention any relevant skills or experiences related to the internship], which I believe would be beneficial for this role. [Provide a specific example of a project or experience that showcases your skills].

I am particularly drawn to this internship because [explain why you are interested in this specific company or position], and I am excited about the opportunity to contribute to [Mention any specific projects or goals of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team during this internship. Please find my resume attached for more detail on my background.

Warm regards,

[Your Name]