

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

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at NVCC as advertised [mention the source where you found the internship]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University/College] and am eager to apply my skills and knowledge in a practical setting.

During my studies, I have developed a strong foundation in [mention relevant skills or courses related to the internship]. I am particularly drawn to this internship at NVCC because [mention specific reasons related to the company or position that appeal to you].

I have previous experience in [mention any relevant experience or skills], which I believe would contribute positively to your team. I am enthusiastic about the opportunity to learn from industry professionals and gain hands-on experience at NVCC.

Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing my qualifications further.

Sincerely,  
[Your Name]