

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 [mention where you found the listing]. I am currently a [your current status, e.g., "junior student majoring in Marketing at XYZ University"] and am eager to gain practical experience in the field.

I am particularly drawn to [Company's Name] due to [mention something specific about the company or its projects that appeals to you]. I believe that my skills in [mention relevant skills or coursework] make me a strong candidate for this role.

In my previous experience, [briefly describe any relevant experience, projects, or skills]. I am confident that this internship will provide me with invaluable exposure to the industry and allow me to contribute positively to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further. Please find my resume attached for your review.

Sincerely,
[Your Name]