

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

[Date]
[Recipient's Name]
[Title]

Ogden University
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at Ogden University as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University], and I believe my skills and enthusiasm align perfectly with the goals of your program.

During my studies, I have developed a solid foundation in [relevant skills or knowledge] and have gained hands-on experience through [relevant experiences, projects, or previous internships]. I am particularly drawn to this internship because [specific reason related to Ogden University or the internship itself].

I am excited about the opportunity to contribute to [specific department or project] and to further develop my skills in [mention specific skills or areas of interest]. I am confident that my background and passion for [career field or subject] will allow me to make a positive impact during my internship.

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

Sincerely,
[Your Name]