

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
Ohio State University
[University Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity with [specific department or program] at Ohio State University for the [specific term, e.g., Summer 2024]. As a [Your Major] student at [Your University], I am eager to apply my skills and knowledge in a practical setting while also contributing to the success of your team.

During my academic career, I have developed a strong foundation in [relevant skills or experiences], which I believe align well with the objectives of your department. Additionally, my experience with [relevant coursework, projects, or previous internships] has equipped me with [specific skills or attributes], allowing me to make meaningful contributions to your team.

I am particularly drawn to this internship because [specific reason related to the department's work or projects]. I am excited about the opportunity to collaborate with [mention any faculty or staff, if applicable] and gain hands-on experience in [specific area of interest]. I have attached my resume for your review, and I would greatly appreciate the chance to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]