

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name], as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., junior] at [Your University/College] studying [Your Major].

In my academic and extracurricular experiences, I have developed skills in [mention relevant skills or experiences], which I believe make me a strong candidate for this position. [Provide an example of a project, class, or job that illustrates your capabilities.]

I am particularly drawn to this internship opportunity at [Company's Name] because [reason why you are interested in the company or role]. I admire [mention something specific about the company or its projects] and would love the opportunity to contribute to [specific goals or projects of the company].

I have attached my resume for your review and would appreciate the opportunity to discuss my application in more detail. Thank you for considering my application. I look forward to the possibility of working with your team.

Sincerely,
[Your Name]