

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

[Date]  
[Recipient's Name]  
[Title]  
[Department/Office]

Oxford University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at Oxford University as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., "second-year"] student at [Your University] majoring in [Your Major]. I am eager to gain practical experience in [related field or area] and contribute to [specific project or department].

Throughout my academic career, I have developed strong skills in [relevant skills], which I believe will be an asset to your team. [Mention any relevant experience, projects or coursework that aligns with the internship].

I am particularly drawn to this internship because [reason why you are interested in this specific internship or department]. I admire [mention any specific notable programs or values of the university], and I am keen to learn from and collaborate with the esteemed professionals at Oxford. Enclosed are my CV and references for your consideration. I am looking forward to the opportunity to discuss how I can contribute to your team and further my professional development at Oxford University.

Thank you for considering my application. I hope to hear from you soon.  
Sincerely,  
[Your Name]