

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

[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the job listing]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to gain practical experience in [industry/field].

During my studies, I have developed a strong foundation in [relevant skills or knowledge] and have become proficient in [specific tools/software]. I am particularly drawn to this internship because [reason related to the company or position].

I believe that my [mention any relevant experience, skills, or projects] would make me a valuable addition to your team. I am excited about the opportunity to contribute and learn at [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing my application with you.

Sincerely,
[Your Name]