

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

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

Dear [Recipient'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 academic standing, e.g., junior] majoring in [your major] at [Your University], and I am eager to gain practical experience in the [specific industry] field.

Throughout my academic career, I have developed strong [skills related to the internship, e.g., analytical, technical, or communication skills] that I believe make me a suitable candidate for this position. During my course in [specific coursework or project], I [describe any relevant experience, skills, or projects]. This experience helped me understand [what you learned or how it relates to the internship].

I am particularly drawn to [Company's Name] because [mention something specific about the company, its projects, or its values that attracts you]. I am excited about the opportunity to contribute to [specific projects or goals of the company] and to learn from the talented team at [Company's Name].

I have attached my resume for your review and would be grateful for the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team and hope to discuss my application further.

Sincerely,  
[Your Name]