

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Internship Title] position at [Company/Organization Name] as advertised on [Where You Found the Internship Posting]. I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University], and I am eager to apply my skills and academic knowledge in a practical, international setting.

I am particularly drawn to this internship because [Briefly explain why you are interested in the position and how it aligns with your career goals]. Throughout my studies, I have gained [mention any relevant skills, experiences, or coursework that relate to the internship]. I am confident that my background has prepared me to make a meaningful contribution to your team.

Additionally, I have [mention any relevant extracurricular activities, volunteer experiences, or previous internships that demonstrate your capabilities]. My multicultural background and fluency in [languages you speak] enable me to thrive in diverse environments.

I am excited about the opportunity to contribute to [Company/Organization Name] and to learn from its esteemed team. I am particularly impressed by [mention any specific projects, values, or initiatives of the company that you admire].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your organization. I am available at your earliest convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,
[Your Name]