

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [your current education status, e.g., junior at XYZ University pursuing a degree in ABC] and am eager to gain hands-on experience in [specific field or industry].

Through my coursework and previous experiences, I have developed a strong foundation in [mention relevant skills or knowledge related to the internship]. I am particularly drawn to this opportunity at

[Company/Organization Name] due to [mention specific reason related to the company or its projects]. I believe this internship would allow me to further hone my skills while contributing positively to your team.

I have attached my resume for your review. I would welcome the opportunity to discuss my application in more detail and learn more about the exciting work being done at [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Attachment: Resume]