

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at QJC as advertised [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], and I am eager to apply my skills and learn from your team.

Through my coursework and previous experiences, I have developed [mention relevant skills or experiences]. I am particularly drawn to this internship because [explain why you are interested in QJC and the specific role].

I believe that my background in [mention any relevant experience or project] has prepared me for the challenges of this internship. I am excited about the opportunity to contribute to your projects and gain valuable insights into [industry or field related to the internship].

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further. Please find my resume attached for more details about my qualifications.

Sincerely,  
[Your Name]