

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised [where you found the listing, e.g., on your website, LinkedIn, etc.]. As a [Your Major/Field of Study] student at [Your University] with a passion for [relevant industry/field], I am eager to contribute my skills and gain hands-on experience in a dynamic environment.

During my studies, I have developed [mention relevant skills or experiences related to the internship], which I believe will be beneficial for the [specific team or project you are applying for]. For instance, [provide a brief example of a relevant project or coursework]. This experience has equipped me with a solid foundation in [mention relevant tools, techniques, or knowledge].

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to the company, such as values, projects, or culture]. I am excited about the opportunity to work alongside experienced professionals and contribute to [specific goal or project of the company].

I am eager to bring my background in [your skills/experience] to [Company/Organization Name] and am confident in my ability to contribute effectively. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]