

[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 Major] student at [Your College/University] and am eager to gain practical experience in [field/industry].

Throughout my academic career, I have developed a solid foundation in [relevant skills or topics] and have completed coursework in [specific courses]. My experience with [relevant projects, volunteer work, or part-time jobs] has equipped me with the skills necessary to contribute effectively to your team.

I am particularly drawn to this internship because [specific reason related to the company or position]. I believe that by working with [Company's Name], I can further enhance my skills while also adding value to your organization.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]