

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 Graphic Design Internship position at [Company's Name] as advertised [where you found the internship listing]. With a background in [your major or relevant field] and a passion for creative design, I am excited about the opportunity to contribute to your team.

During my studies at [Your University/College], I developed a strong foundation in [list relevant skills or software, e.g., Adobe Creative Suite, typography, color theory]. I have completed projects that [briefly describe a couple of relevant projects or experiences], which have enhanced my ability to [mention any skills relevant to the internship]. I am particularly drawn to [Company's Name] because [include specific reasons related to the company or its projects]. I admire [specific work or values of the company], and I am eager to bring my skills in [your abilities] to your team.

I am enthusiastic about the chance to learn from industry professionals and contribute fresh ideas to [Company's Name]. Thank you for considering my application. I have attached my resume for your review, and I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]