

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer'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]. Although I do not have formal internship experience, I am eager to learn and apply my skills in a practical setting.

I am currently [your current educational status, e.g., a junior at XYZ University studying ABC] and have developed a strong foundation in [relevant skills or coursework]. My coursework in [specific subjects] has equipped me with [mention relevant skills or knowledge], and I am enthusiastic about the opportunity to contribute to [Company's Name] while gaining valuable experience.

I am particularly drawn to this internship because [mention specific reasons related to the company or industry]. I believe that my [qualities or relevant skills, e.g., strong communication skills, creativity] will be an asset to your team.

I am excited about the possibility of working at [Company's Name] and am eager to contribute my enthusiasm and dedication. I have attached my resume for your review, and I welcome the opportunity to discuss how I can contribute to your team.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]