

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

Dear [Recipient Name],

I am writing to express my interest in the summer internship position at [Company/Organization Name] as advertised [where you found the listing]. I am currently a [Your Major] student at [Your University/College], and I am eager to gain practical experience in [specific field or area related to the internship].

During my studies, I have developed a strong foundation in [relevant skills or coursework]. I have also had the opportunity to [any relevant experience, project, or extracurricular activities], which has prepared me to contribute effectively to your team.

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company or its mission]. I admire [something about the company such as its projects, culture, innovations], and I believe that an internship at your organization would greatly enhance my knowledge and skills.

Enclosed is my resume, which provides further details about my background and accomplishments. I would be grateful for the opportunity to discuss how my skills and enthusiasms align with the goals of

[Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team this summer. Sincerely,

[Your Name]