

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

Dear [Recipient's Name],

I am writing to express my interest in the [Internship Position Title] at [Company/Organization Name] as advertised [where you found the internship posting, e.g., on your website, job board, etc.]. I am currently a [Your Year, e.g., junior] at [Your University/College], majoring in [Your Major].

I have developed a strong foundation in [relevant skills or knowledge related to the internship] through [mention any relevant coursework, projects, or experiences]. I am particularly drawn to this opportunity because [briefly explain why you are interested in the company and position].

During my time at [Previous Experience or Job], I [describe a relevant responsibility or achievement that showcases your skills]. This experience taught me [mention a skill or lesson learned that is applicable to the internship].

I am eager to contribute my skills and enthusiasm to [Company/Organization Name] and gain invaluable experience in [specific area related to the internship]. I believe my background in [mention any relevant experience, skills, or values] aligns well with the goals of your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for more details on my qualifications.

Sincerely,
[Your Name]