

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

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

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major]. I am writing to express my interest in a creative internship opportunity within [Company's Name] for the [specific time period, e.g., summer of 2024].

As a passionate individual with a strong background in [relevant skills or experiences], I am keen on developing my skills further in a dynamic environment like yours. I have experience in [specific tools, software, or processes related to the internship], and I believe my creativity and enthusiasm will be a great asset to your team.

During my time at [Previous Internship/Job or Project], I had the opportunity to [describe a relevant accomplishment or responsibility]. This experience, coupled with my academic background, has equipped me with the ability to [mention any relevant skills related to the internship].

I am particularly drawn to [specific project or value of the company] and admire [something specific about the company or team]. I am eager to contribute my unique perspective while learning from the talented professionals at [Company's Name].

I have attached my resume for your review and would love the chance to discuss any potential internship openings with you. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,

[Your Name]
[Attachment: Resume]