

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 an internship opportunity within [Company/Organization Name]. I am currently a [Your Current Year, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to apply my skills and gain practical experience in [Field/Area of Interest].

During my academic career, I have developed a strong foundation in [Relevant Skills or Topics]. I am particularly drawn to [Specific Aspects of the Company or Department] and believe that my [Specific Skills/Experiences] would allow me to make a positive contribution to your team.

I am available for an internship during [Availability Period, e.g., summer 2024] and am flexible with hours. I am excited about the possibility of working with [Company/Organization Name] and learning from professionals in the field.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for more details about my background and accomplishments.

Sincerely,
[Your Name]