

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company Name] as advertised [where you found the internship listing]. I am currently a [your year, e.g., junior] majoring in [your major] at [your university], and I am eager to apply my skills and knowledge in a practical setting.

My coursework in [relevant courses] has provided me with a solid foundation in [relevant skills or knowledge]. Additionally, I have gained hands-on experience through [any relevant experiences, e.g., previous internships, projects, volunteer work].

I am particularly drawn to [Company Name] because [reason related to the company or its projects/values]. I believe that my [specific skills or qualities] would make me a valuable addition to your team.

I have attached my resume for your review. I would be thrilled to further discuss how my background, skills, and enthusiasm align with the goals of [Company Name]. Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,

[Your Name]