

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Major] student at [Your University]. I am writing to express my interest in the internship opportunity at [Company Name] as advertised on [Where You Found the Internship].

I am particularly drawn to [Company Name] because of [Specific Reason Related to Company or Industry]. I believe that my background in [Your Relevant Experience or Skills] will allow me to contribute effectively to your team while also gaining valuable insights into [Industry/Field]. During my time at [Your University], I have developed skills in [Specific Skills Related to the Internship] through [Projects, Coursework, or Relevant Experience]. For example, [Brief Example of a Project or Experience]. I am excited about the opportunity to apply these skills and learn more about [Specific Aspect of the Company or Role].

I would be thrilled to bring my dedication and enthusiasm to the [Specific Department or Team] at [Company Name]. I am eager to learn from seasoned professionals and contribute to [Specific Projects or Goals of the Company].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Warm regards,
[Your Name]