

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

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at QVC as advertised on [where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University] pursuing a degree in [Your Major]. I am eager to apply my skills and contribute to your team while gaining valuable experience in [specific area of interest related to QVC].

During my time at [Your University], I have developed strong skills in [mention relevant skills or experiences]. For example, [provide a brief example of a project, experience, or coursework that relates to the internship]. I am particularly drawn to QVC because of [mention something specific about QVC that interests you, e.g., their innovative approach to retail].

I am excited about the opportunity to work at QVC as an intern, and I believe my background and enthusiasm for [mention relevant area, e.g., marketing, fashion, digital media] would make me a great fit for your team. I am looking forward to the possibility of contributing to [mention a specific project or goal of QVC that interests you].

Thank you for considering my application. I hope to discuss my application further and explore how my background, skills, and enthusiasms align with the needs of your team. I am looking forward to the possibility of an interview.

Sincerely,
[Your Name]