

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

Dear [Recipient Name],

I am writing to express my interest in the social work internship position at [Organization Name] as advertised [mention where you found the internship listing]. With my background in [your major or field of study] and a strong commitment to [specific social issues or values related to social work], I am eager to contribute to your team and gain valuable experience in the field.

In my academic journey at [Your University], I have developed skills in [relevant skills or coursework related to social work, e.g., case management, counseling techniques, community outreach]. I believe these experiences have equipped me to assist in [specific tasks or areas you are interested in within the internship].

I am especially drawn to [Organization Name]'s mission to [mention an aspect of the organization's mission or work that resonates with you]. I admire [specific programs, achievements, or values of the organization], and I am enthusiastic about the opportunity to support your efforts in [specific ways you hope to contribute].

Enclosed is my resume, which provides further details about my academic and professional background. I would be grateful for the opportunity to discuss how I can contribute to your organization during the internship. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]