

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the internship]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University] and am eager to apply my skills and knowledge in a practical setting.

During my academic journey, I have developed a strong foundation in [relevant skills or courses related to the internship], which I believe will be beneficial for the role. I am particularly drawn to [specific aspect of the company or position] and am excited about the opportunity to contribute to your team.

I have also gained experience through [mention any relevant work or volunteer experience], where I [describe responsibilities or projects]. This experience has equipped me with [skills or attributes related to the internship].

I am enthusiastic about the possibility of contributing to [Company Name] and am eager to learn from your team of professionals. I have attached my resume for your review, and I look forward to the possibility of discussing my application further.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]