

[Your Name]
[Your Address]
[City, State, ZIP]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP]

Dear [Employer's Name],

I am writing to express my interest in the [Internship Position Title] at [Company's Name] as advertised [where you found the internship listing]. I am a [Your Major] student at the University of Florida, and I am excited about the opportunity to apply my skills and gain experience in [specific field or industry].

During my time at UF, I have developed a strong foundation in [relevant skills or coursework], which I believe aligns well with the requirements of this internship. My academic projects, such as [mention any relevant project or experience], have equipped me with [specific skills or knowledge relevant to the internship].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, projects, or culture]. I admire [mention any specific aspect of the company] and am eager to contribute to your team. I am confident that my [mention any soft skills or personal attributes] would make me a valuable addition to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and interests align with the needs of your team. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,
[Your Name]