

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[University of Arizona]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I am writing to express my interest in the [specific internship position] at the University of Arizona as advertised [where you found the internship posting]. As a [your major] student at [your university], I am eager to apply my skills and knowledge in a practical setting, and I believe that this internship opportunity aligns perfectly with my career aspirations.

During my studies, I have gained valuable experience in [mention relevant skills or experiences] that I believe would make me a strong candidate for this position. In particular, my experience with [specific project or course related to the internship] has provided me with a solid foundation in [specific skills or knowledge relevant to the internship].

I am particularly drawn to this internship because [mention what specifically interests you about the program or department]. I am enthusiastic about the opportunity to contribute to [mention specific goals or projects of the internship], and I am confident that my background in [relevant area] will allow me to make a meaningful impact. Enclosed with this letter is my resume, which provides further details regarding my experience and achievements. I would be thrilled to discuss my application in more detail and explore how I can contribute to your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]