

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Department/Office]
Vermont State University
[University Address]
[City, State, Zip Code]
Dear [Recipient Name],

I am writing to express my interest in the internship position available at Vermont State University for the [specific position/title] within the [specific department]. As a [your current level of education, e.g., junior] majoring in [your major] at [Your University] with a passion for [relevant field/industry], I am eager to gain hands-on experience and contribute to your team.

Throughout my academic career, I have developed skills in [mention relevant skills or coursework related to the internship]. My experience with [mention any relevant experiences, such as previous internships or projects] has further solidified my interest in [specific field or area related to the internship]. I am particularly drawn to this internship because [explain why you are interested in this specific internship or how it aligns with your career goals].

I am excited about the opportunity to learn from and contribute to the esteemed team at Vermont State University. I am confident that my dedication and proactive approach will make me a valuable addition to your department.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,
[Your Name]