

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at VTI as advertised on [where you found the internship listing]. I am currently a [your year, e.g., sophomore] at [Your University] majoring in [Your Major], and I believe that my skills and enthusiasm make me a perfect candidate for this opportunity.

During my studies, I have developed a strong foundation in [relevant skills or subjects], which I believe will be beneficial for the internship role. For instance, [mention any specific projects, coursework, or experiences relevant to the internship]. Furthermore, my experience in [any relevant previous experience, internships, or part-time jobs] has equipped me with the [mention specific skills or competencies related to the internship].

I am particularly drawn to VTI because of [specific reasons related to the company or its projects/goals]. I admire [mention any VTI project or value], and I am eager to contribute to such impactful work while gaining valuable industry experience.

I am looking forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of VTI. Thank you for considering my application. I hope to hear from you soon to discuss the next steps.

Sincerely,
[Your Name]