

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

I am writing to express my interest in the internship position at Western Kentucky University as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., junior, senior] studying [Your Major] at [Your University], and I am eager to gain practical experience in [related field/area].

Throughout my academic career, I have developed strong [mention relevant skills or experiences, e.g., research, project management, communication skills], which I believe will enable me to contribute positively to [specific department or team] at WKU.

During my previous experience at [mention any relevant previous internships, jobs, or volunteer work], I [describe what you did and the skills you gained]. This experience has equipped me with the ability to [mention skills or competencies], which I believe aligns well with the responsibilities of the internship role.

I am particularly drawn to this internship because [mention specific reasons related to WKU's mission or projects]. I admire [mention any notable programs, faculty, or initiatives related to the internship], and I would be excited to contribute to such impactful work.

Enclosed with this letter is my resume, which provides more details about my academic background and experiences. I would be grateful for the opportunity to further discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,
[Your Name]