

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Position Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship title] position at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently a [your major or field of study] student at [Your University/College] and believe that my skills and enthusiasm make me a strong candidate for this role.

During my time at [Your University/College], I have gained valuable experience in [mention relevant skills or courses], which I believe aligns well with the goals of your team. Specifically, I [describe a relevant project, experience, or accomplishment that showcases your suitability for the internship].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company that attracts you]. I am eager to contribute my skills and learn from the talented professionals at [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. I can be reached at [your phone number] or [your email address] to arrange a convenient time for an interview.

Sincerely,

[Your Name]
[Your University/College]