

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name] as advertised on [where you found the internship listing]. I am currently a student at Western Governors University pursuing a [your degree, e.g., Bachelor of Science in Business Administration], and I believe that my skills and experiences make me a great candidate for this opportunity.

Throughout my studies, I have developed a solid foundation in [mention relevant skills or areas of study]. Additionally, my experience with [mention any relevant experience or projects] has equipped me with [specific skills or knowledge related to the internship]. I am particularly drawn to this internship because [mention why you are interested in the company or position].

I am eager to contribute to [Company's Name] and learn from your esteemed team. I am confident that my proactive approach and ability to quickly adapt to new environments will allow me to make a positive impact during my time as an intern.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]