

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

Dear [Recipient Name],

I am writing to express my interest in acquiring a work experience opportunity at [Company Name]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University/College] and am eager to gain practical experience in the [specific field or industry]. I have developed a strong foundation in [relevant skills or coursework] and am particularly drawn to the innovative projects at [Company Name]. I believe that an internship at your esteemed organization would allow me to apply my knowledge while learning from skilled professionals in a dynamic environment.

I am available for [mention your availability, e.g., summer, part-time, etc.] and am excited about the possibility of contributing to your team. I have attached my resume for your review. Thank you for considering my application. I look forward to the opportunity to discuss my potential role at [Company Name].

Sincerely,
[Your Name]