

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Organization/Institution Name] as advertised on [where you found the internship listing]. I am currently a [Your Year] student at Washington University in St. Louis (WUSTL), majoring in [Your Major].

I am particularly attracted to this internship because [specific reason related to the organization/internship]. My experience with [related experience or skills] has equipped me with the skills necessary to contribute effectively to your team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Organization/Institution Name]. I have attached my resume for your review and am looking forward to the possibility of contributing to your esteemed organization.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]