

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at XJTLU, as advertised [where you found the position]. I am currently a [your year, e.g., second-year] student majoring in [your major] at XJTLU, with a keen interest in [specific area related to the internship].

During my studies, I have developed strong skills in [mention relevant skills or experiences related to the internship]. For example, I [briefly describe a project, experience, or coursework relevant to the internship]. This experience has equipped me with [specific skills or qualities] that I believe would be beneficial for your team.

I am particularly drawn to this internship because [mention what excites you about the internship or the organization]. I am eager to contribute my skills and learn from the esteemed team at XJTLU, and I am confident that my proactive attitude and enthusiastic approach will make me a valuable asset.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and interests align with the goals of XJTLU. Please feel free to contact me at your convenience to arrange an interview.

Sincerely,
[Your Name]