

[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 or Hiring Manager],

I am writing to express my interest in the [Internship Position] at [Company's Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., "junior"] majoring in [Your Major] at [Your University] and am eager to apply my skills and passion for [related field/industry] in a practical setting.

In my academic career, I have developed strong [mention relevant skills or experiences, such as "analytical," "communication," or "technical"] skills through [briefly describe relevant courses, projects, or experiences]. Additionally, my [mention any relevant extracurricular activities or volunteer work] has provided me with [specific skills or insights related to the internship].

I am particularly drawn to this internship at [Company's Name] because [mention specific reason related to the company or its projects/values].

I believe my [mention any specific skill or experience that aligns with the internship] will allow me to contribute effectively to your team.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]