

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 internship position at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to apply my skills and experiences in a practical setting.

During my studies, I have developed a strong foundation in [relevant skills/subjects related to the internship]. For example, in my [specific class or project], I [describe what you did and the skills you used]. This experience taught me [what you learned and how it applies to the internship].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company that attracts you]. I admire [mention any projects, values, or missions of the company that resonate with you], and I am excited about the possibility of contributing to such initiatives.

I am confident that my background and passion for [field/industry related to the internship] will allow me to make a meaningful contribution to your team. I am eager to learn, adapt, and work collaboratively alongside your experienced staff.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your University/College, if applicable]
[Your Major]
[Expected Graduation Date]