

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University/College], and I am eager to apply my skills and knowledge in a practical, real-world setting.

During my studies, I have acquired skills in [mention relevant skills or tools related to the internship], which I believe will be beneficial to your team. Additionally, my experience with [mention any relevant experience, projects, or coursework] has prepared me to contribute effectively to [Company/Organization Name].

I am particularly drawn to this internship because [mention what specifically interests you about the company or the role]. I am enthusiastic about the opportunity to learn from seasoned professionals and to grow within the [specific field/industry].

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application and how I can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]