

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the [Internship Position] at [Company's Name] as advertised on [Where You Found the Internship Posting]. I am currently a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Major].

Throughout my academic career, I have developed a strong foundation in [Relevant Skills or Knowledge related to the Internship]. I am particularly drawn to this internship at [Company's Name] because of [Specific Reason related to the Company/Industry].

I believe that my skills in [Skill 1], [Skill 2], and [Skill 3] align well with the requirements of this position. During my time at [Previous Experience or Project], I [Brief Description of a Relevant Experience]. This experience allowed me to enhance my abilities in [Related Skills or Tools], which I am eager to apply in a practical setting at [Company's Name].

I am excited about the opportunity to contribute to your team and learn from the talented professionals at [Company's Name]. Enclosed is my resume, which provides further detail about my background. I would be grateful for the opportunity to discuss my application in more detail. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and learning from your esteemed team.

Sincerely,

[Your Name]
[Attachment: Resume]