

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[YVCC Department/Office]
[Yakima Valley Community College]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at Yakima Valley Community College (YVCC) as advertised [mention where you found the internship posting]. I am currently a [your year, e.g., sophomore] majoring in [your major] at [your college/university], and I am excited about the prospect of contributing to your team while gaining valuable experience.

Throughout my academic career, I have developed a strong foundation in [relevant skills or areas of study], which I believe makes me a suitable candidate for this internship. My experience with [specific projects, coursework, or relevant experiences] has equipped me with skills in [relevant skills or tools], and I am eager to apply this knowledge in a practical setting at YVCC.

I am particularly drawn to this internship because [mention specific reasons related to YVCC or the department/office], and I am enthusiastic about the opportunity to work alongside professionals who are as passionate about [related field/discipline] as I am. I am keen to contribute my skills in [mention skills relevant to the internship] and to learn from the outstanding team at YVCC.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. I have attached my resume for your review, and I hope to hear from you soon to discuss this exciting opportunity.

Sincerely,
[Your Name]