

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [where you found the listing] on [date of posting]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to apply my skills and passion for [related field/industry] in a practical setting. Throughout my academic career, I have developed a strong foundation in [relevant skills or topics related to the internship], which I believe aligns well with the goals of your team. In [specific class or project], I [describe an accomplishment or experience relevant to the internship]. This experience taught me [what you learned], and further fueled my interest in [related field/industry].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company or its projects]. I admire [something about the company, such as values, mission, or recent work], and I am excited about the opportunity to contribute to [specific project or initiative] while learning from esteemed professionals in the field. Enclosed is my resume, which provides additional details about my background and accomplishments. I would appreciate the opportunity to discuss how my skills and interests align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company/Organization Name] as an intern. Sincerely,
[Your Name]