

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

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at [Company/Organization Name] as advertised on the Ohio State University Career Services website. Currently, I am a [Your Year, e.g., sophomore, junior] studying [Your Major] at Ohio State University, and I am excited about the possibility of gaining valuable experience in [Relevant Field/Industry].

During my studies, I have developed strong skills in [mention relevant skills/technologies] and have participated in [any relevant projects, organizations, or experiences that relate to the internship]. I believe that these experiences have prepared me to contribute effectively to your team.

I am particularly drawn to this internship at [Company/Organization Name] because [mention specific reasons related to the company's work or values that resonate with you]. I am eager to learn and contribute to [specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain invaluable experience through this internship. Please find my resume attached for more details about my background.

Sincerely,

[Your Name]  
[Attachment: Resume]