

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

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [mention where you found the internship, e.g., on your website, job board, etc.]. I am currently a student at the University of Johannesburg, pursuing a degree in [Your Degree/Field of Study], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have gained valuable experience in [mention relevant skills or projects]. I believe that my background in [specific areas] would allow me to contribute positively to your team. I am particularly drawn to [specific aspect of the company or internship], and I am excited about the opportunity to learn from industry professionals.

I am available for an internship from [mention your availability, e.g., start date and duration], and I am open to discussing how I can contribute to your team while furthering my professional development.

Thank you for considering my application. I have attached my resume for your review, and I look forward to the opportunity to discuss how I can be a valuable asset to [Company/Organization Name].

Sincerely,

[Your Name]
[Attachment: Resume]