

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

University of Toronto

[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at the University of Toronto. I am currently a [year, e.g., second-year] student pursuing a degree in [Your Major] at [Your University]. I believe that this internship aligns perfectly with my academic background and career aspirations.

Throughout my studies, I have developed strong skills in [mention relevant skills or experiences], which I believe will contribute to the [specific office/department/project] at UofT. [Mention any relevant experiences, projects, or coursework that showcase your qualifications.] I am particularly drawn to this internship because [explain why you are interested in this specific opportunity or the university]. I am eager to bring my [specific skills or attributes] to the team and learn more about [specific area or project].

I have attached my resume for your review. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]