

[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 internship position at [Company/Organization Name] as advertised on [where you found the listing]. I am currently a [your year, e.g., second-year] student at the University of Queensland, pursuing a degree in [Your Degree]. I am eager to apply my skills and knowledge in a practical setting and contribute to your team.

During my studies, I have developed strong [mention relevant skills or areas of expertise, e.g., analytical, technical, communication] skills that I believe align well with the requirements of the internship. For instance, I successfully completed [mention any relevant projects, courses, or experiences], where I [describe what you did and the outcome].

I am particularly drawn to this internship because [explain why you are interested in this specific position and company]. I admire [mention any specific aspect of the company or their projects] and believe that my background in [your field or expertise] would allow me to contribute positively.

I am enthusiastic about the opportunity to learn from your team and gain invaluable experience in [mention specific skills or knowledge you wish to gain]. I am confident that my proactive attitude and dedication to [your field] will make me a valuable addition to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my application further and am happy to provide any additional information you may need.

Sincerely,

[Your Name]

[Your LinkedIn profile or other relevant link, if applicable]