[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]
Dear [Recipient's Name],
I am writing to express my interest in the UX Design Internship at [Company's Name] as advertised [where you found the listing]. I am currently [your current status, e.g., a student at XYZ University studying Design/related field], and I am eager to apply my skills and learn from your talented team.
During my coursework and projects, I have gained experience in various UX methodologies, including user research, wireframing, and prototyping. I am particularly excited about [specific project or aspect of the company], as I feel it aligns with my passion for creating user-centered designs.
I have attached my portfolio which showcases my work on [briefly mention a couple of relevant projects]. I am confident that my background in [mention any relevant skills or tools] will allow me to contribute effectively to your team.
Thank you for considering my application. I look forward to the opportunity to discuss how I can bring value to [Company's Name].
Sincerely,
[Your Name]