

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Title]

Xumo

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at Xumo as advertised [where you found the advertisement or reference]. I am currently a [Your Year] student at [Your University] majoring in [Your Major], and I am eager to gain hands-on experience in [specific field or department related to internship] within the innovative environment at Xumo.

Throughout my academic career, I have developed strong [relevant skills or knowledge related to internship]. [Mention any relevant coursework, projects, or experiences that align with the internship position.] My background in [specific skills or tools] has equipped me with the ability to [describe how these skills are relevant to the internship duties].

I am particularly drawn to Xumo because of [something notable about the company or its projects/services that interests you], and I am excited about the opportunity to contribute my skills while learning from such a talented team.

I have attached my resume for your review and would welcome the chance to discuss how I can contribute to Xumo's success this summer. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]