

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised on [Where You Found the Internship Posting]. I am currently a [Your Year] student majoring in [Your Major] at [Your University], and I am eager to gain practical experience in [relevant field or industry].

During my academic career, I have developed a strong foundation in [relevant skills or subjects related to the internship]. My recent coursework in [specific courses] has equipped me with the necessary skills and knowledge to contribute effectively to your team.

Additionally, I have gained practical experience through [mention any relevant experiences, such as previous internships, projects, or volunteer work].

I am particularly drawn to [Company/Organization Name] because of [specific reasons related to the company, its values, or its projects]. I admire [something notable about the company] and believe that my background in [skill or experience] will allow me to make a meaningful contribution to your team.

I am excited about the opportunity to work with [Company/Organization Name] and learn from your talented professionals. I am confident that this internship will allow me to further develop my skills while contributing positively to your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my background.

Sincerely,

[Your Name]

[Attachment: Resume]