

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name] as advertised [in/on] [where you found the internship listing]. I am currently a [your current academic status, e.g., "junior majoring in Marketing at XYZ University"] and I am eager to gain practical experience in [specific field/industry] while contributing to your team.

Throughout my academic career, I have developed a strong foundation in [relevant skills or coursework related to the internship], which I believe will enable me to make a meaningful impact during my internship at [Company's Name]. My experience with [specific projects or skills that are relevant to the internship] has equipped me with [list any relevant skills or attributes].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its projects that interests you]. I admire [something relevant about the company or its goals] and am excited about the prospect of being part of such a dynamic team.

Enclosed is my resume, which further outlines my qualifications. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can contribute to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]