

[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 [where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University/College] majoring in [Your Major], and I am excited about the opportunity to apply my skills and learn from your team.

[In this paragraph, include your relevant skills, experiences, and why you are a good fit for the internship. Mention specific projects, coursework, or previous internships that relate to the position.]

I am particularly drawn to this internship at [Company's Name] because [mention what appeals to you about the company or specific department]. I believe that my background in [mention relevant skills or experiences] aligns well with the goals of your team.

I am looking forward to the possibility of contributing to [Company's Name] and gaining valuable experience. Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,  
[Your Name]