

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Internship Position] at [Company Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your College/University] majoring in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have developed a strong foundation in [relevant skills or subjects related to the internship]. I have also completed [any relevant coursework or projects], which allowed me to [explain what you learned or accomplished]. Additionally, my experience with [any relevant extra-curricular activities, volunteer experience, or part-time jobs] has honed my [specific skills or attributes related to the internship].

I am particularly drawn to [Company Name] because [mention something specific about the company or its projects that interests you]. I believe that my [specific skills or experiences] align well with the goals of your team, and I am enthusiastic about the opportunity to contribute to [specific project or aspect of the company].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for further details on my background. I can be reached at [Your Phone Number] or [Your Email] to arrange a convenient time for us to talk.

Sincerely,
[Your Name]