

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

Dear [Recipient Name],

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

Throughout my academic career, I have developed a strong foundation in [relevant skills or coursework], which I believe aligns well with the goals of [Company Name]. My experience with [specific project or experience related to the internship] has equipped me with [specific skills or knowledge relevant to the internship].

I am particularly drawn to [Company Name] because of [specific reason related to the company's mission, projects, or culture]. I am excited about the opportunity to contribute to [specific project or area of the company] and learn from the talented team at [Company Name].

Attached is my resume for your review. I am looking forward to the opportunity to discuss how my skills and interests align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]