

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

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

Dear [Recipient's Name],

I am writing to express my interest in the Graphic Design Internship position at [Company's Name] as advertised [where you found the internship]. With a background in graphic design and a passion for visual storytelling, I am eager to contribute to your team.

Currently, I am pursuing a degree in Graphic Design at [Your University], where I have honed my skills in Adobe Creative Suite, typography, and layout design. I have successfully completed projects such as [mention a relevant project or experience], which has prepared me for the challenges of the internship.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its work]. I believe my enthusiasm and creativity will fit well with your team and contribute positively to your projects.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Sincerely,
[Your Name]