

Application for Part-Time Internship

Applicant Name
Applicant Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the part-time internship position at [Company Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to apply my skills and gain practical experience in [Field/Industry].

Throughout my academic career, I have developed strong [mention relevant skills or experiences], which I believe will contribute positively to your team. I am particularly drawn to [specific aspect of the company or role], and I am excited about the opportunity to learn and grow in such an innovative environment.

I am available to work [mention your availability, e.g., weekdays, weekends, hours], and I am enthusiastic about the prospect of contributing to [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]