

Internship Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the IT Support Internship position at [Company Name] as advertised on [where you found the job listing]. I am currently pursuing a degree in [Your Degree] at [Your University], and I am eager to apply my technical skills and passion for technology in a practical environment.

Through my coursework and previous experiences, I have developed a solid foundation in troubleshooting hardware and software issues, as well as providing outstanding customer support. I am proficient in [mention any relevant skills or tools, e.g., Windows and Mac OS, Microsoft Office, networking concepts], and I have a strong commitment to delivering high-quality IT support to enhance user experience.

I am particularly drawn to this internship at [Company Name] because of [mention something specific about the company or its projects]. I believe that my dedication and enthusiasm for IT will allow me to make a positive contribution to your team.

I look forward to the opportunity to discuss my application further. Thank you for considering my application. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]