

Internship Application Letter

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

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 internship position at [Company Name] as advertised on [Where You Found the Internship]. As a current communications student at [Your University] with a passion for [specific area of interest], I believe that this internship would be an excellent opportunity for me to apply my skills and contribute to your team.

Throughout my studies, I have developed strong skills in [mention relevant skills or experiences], and I have had the opportunity to work on projects that [briefly describe relevant projects]. I am particularly drawn to [Company Name] because of [mention something specific about the company or their work that interests you].

I am eager to learn and be a part of a dynamic team where I can contribute my enthusiasm and knowledge. I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name].

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]