

Application for Media and Communications Internship Opportunity

[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 Media and Communications Internship opportunity at [Company's Name] as advertised on [Where you found the job posting]. With a strong background in media studies and hands-on experience in communications, I am excited about the prospect of contributing to your team.

As a [Your Major] student at [Your University], I have developed a solid foundation in [relevant skills or experiences]. My recent internship at [Previous Company/Organization] allowed me to [describe relevant tasks and accomplishments], further enhancing my skills in [specific skills]. I am particularly drawn to [Company's Name] for its commitment to [something noteworthy about the company], and I am eager to contribute to such meaningful work.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]