

Your Name  
Your 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 Media and Communications internship position advertised on your company's website. I am currently a [Your Year, e.g., sophomore] student at [Your University] majoring in [Your Major] and am eager to gain practical experience in the media sector.

Through my academic coursework and extracurricular activities, I have developed strong skills in [mention specific skills related to media and communications, e.g., writing, social media management, content creation]. My experience with [mention relevant experiences such as a project, previous internship, or volunteer work] has equipped me with a solid foundation in [mention relevant topics, e.g., digital marketing, public relations].

I am particularly drawn to [Company Name] because of [mention specific reason related to the company or its projects]. I admire [specific project or value of the company], and I believe my skills in [mention relevant skills] would contribute to your team.

I have attached my resume for your review. I would be thrilled to further discuss how I can contribute to your organization during the internship. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
Your Name