

Internship Application for Media and Communications Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 position at [Company's Name] as advertised on [where you found the job listing]. With a strong background in media studies and hands-on experience in digital content creation, I am excited about the opportunity to contribute to your team.

Currently, I am pursuing a [Your Degree] at [Your University], where I have developed skills in [specific skills related to the position]. My experience working with [any relevant work or volunteer experience] has enhanced my ability to communicate effectively and create engaging content tailored to various audiences.

I am particularly drawn to [Company's Name] because of [specific reason related to the company, e.g., its innovative approach, core values]. I am eager to bring my passion for media and communications to your team and collaborate on projects that align with my career goals.

Thank you for considering my application. I have attached my resume for your review, and I hope to discuss my application further in an interview. I look forward to the opportunity to contribute to [Company's Name] and learn from your talented team.

Sincerely,

[Your Name]