

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

[Recipient's Name]
[Company Name]
[Company 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 Name] as advertised on [where you found the job posting]. With my background in [your major or field of study] and a strong passion for media and communications, I believe I am a strong candidate for this role.

Throughout my academic journey, I have developed skills in [mention relevant skills or experiences]. I am particularly drawn to this internship because [mention why you are interested in this specific position/company]. I am eager to contribute to your team and gain hands-on experience in the media and communications field.

Attached is my resume that further outlines my qualifications. I look forward to the opportunity to discuss how I can contribute to the [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]