

Media and Communications Internship Proposal

Your Name

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

Recipient Name

Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to propose an internship opportunity in the Media and Communications department at [Company/Organization Name]. As a [Your Major/Field of Study] student at [Your University], I am eager to apply my academic knowledge and skills in a practical setting.

My experience with [relevant coursework, projects, or previous internships] has equipped me with [specific skills related to media and communications]. I am particularly drawn to [mention any relevant aspect of the company or its projects] and believe this internship would provide an invaluable experience to deepen my understanding of the media landscape.

I am available to start the internship on [start date] and am willing to work [number of hours/week] as required. I look forward to the opportunity to contribute to your team and support your communications efforts.

Thank you for considering my proposal. I hope to discuss this opportunity further and am available at your convenience for an interview.

Sincerely,
[Your Name]