

Request for Media and Communications Internship 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 posting]. I am a [Your Major] student at [Your University] and I am eager to apply my skills and enthusiasm in a professional setting.

Throughout my academic career, I have developed a strong foundation in [relevant skills or experiences], which I believe would be an asset to your team. I am particularly drawn to this internship because [specific reason related to the company or role].

I am enthusiastic about the opportunity to contribute to [specific projects or goals of the company] and to further develop my skills in media and communications.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

[Your Name]