

# Internship Application Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Organization Name] that focuses on community service. As a high school student passionate about making a positive impact in my community, I believe this opportunity aligns perfectly with my aspirations and skills.

I have been actively involved in various community service projects throughout my high school career, including volunteering at [specific organization/event] and participating in [another relevant experience]. These experiences have not only reinforced my commitment to serving others but have also equipped me with valuable skills such as teamwork, communication, and leadership.

I am eager to bring my enthusiasm and dedication to [Organization Name] as part of your team. I am particularly drawn to your work in [specific program or project], and I am excited about the possibility of contributing to your initiatives and learning from your experienced staff.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at [Phone Number] or [Email Address] to schedule a meeting.

Sincerely,

[Your Name]