

# Internship Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 internship opportunity at [Company's Name] that I recently learned about. As a high school student passionate about gaining business experience, I believe this internship would be an invaluable opportunity for my personal and professional growth.

I am currently a [Your Grade] student at [Your School's Name], where I have excelled in my coursework, particularly in subjects like Business Studies and Economics. I am eager to apply my knowledge and learn more about the practical aspects of the business world. I am particularly impressed by [specific aspect of the company or its projects], and I would love the chance to contribute to such initiatives.

Throughout my academic journey, I have developed strong skills in [mention relevant skills, e.g., communication, teamwork, time management], which I believe would make me a valuable addition to your team. Furthermore, my involvement in [mention any relevant extracurricular activities] has instilled in me a strong work ethic and initiative.

I am excited about the possibility of working at [Company's Name] and learning from your esteemed team. Thank you for considering my application. I am looking forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]