

Internship Application Letter

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the internship position at [Company's Name] as advertised [where you found the internship, e.g., on your website, in a school bulletin, etc.]. I am currently a high school student at [Your School's Name] and I am eager to gain practical experience in [Field of Interest].

Throughout my academic career, I have developed a solid foundation in [relevant subjects or skills], and I am enthusiastic about the opportunity to apply my knowledge in a real-world setting. I am particularly interested in this internship because [mention specific reasons related to the company or position].

I am a motivated and dedicated individual who is eager to learn and contribute to your team. I possess strong [skills or attributes], which I believe would be beneficial in this role. I am particularly excited about the chance to [mention any specific interest related to the internship tasks].

I have attached my resume for your review, and I would appreciate the opportunity to discuss my application further. Thank you for considering my application. I hope to bring my enthusiasm and passion for learning to [Company's Name].

Sincerely,

[Your Name]