

Internship Application

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Organization's Name], as advertised [mention where you found the internship]. With a strong passion for economic development and a commitment to making a positive impact in underserved communities, I believe I would be a valuable addition to your team.

Currently, I am pursuing my [Degree] in [Field] at [University/College Name], where I have developed a comprehensive understanding of economic development principles. My coursework has equipped me with analytical skills and practical knowledge necessary for assessing community needs and implementing effective strategies.

During my previous experiences with [mention any relevant experience or volunteer work], I have honed my ability to collaborate with diverse stakeholders, conduct research, and contribute to program development. I am particularly drawn to [Organization's Name] because of your commitment to [specific projects or values of the organization].

I am eager to bring my skills in [mention specific skills related to the internship] to your organization and contribute to impactful projects that drive economic growth. I have attached my resume for your review and would welcome the opportunity to discuss how I can support your initiatives further.

Thank you for considering my application. I look forward to the possibility of working with [Organization's Name] and making a difference.

Sincerely,
[Your Name]