

Internship Application for Community Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Non-Profit 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 [Non-Profit Organization's Name] as advertised on [where you found the internship]. As a [Your Major/Field of Study] student at [Your University/College], I am passionate about community service and eager to contribute to your mission of [briefly mention the organization's mission or goals].

Throughout my academic career, I have been actively involved in [mention any relevant volunteer experiences, community service projects, or organizations]. These experiences have not only honed my skills in [mention relevant skills] but also deepened my commitment to serving the community.

I am particularly drawn to [specific aspect of the organization's work], and I believe that my background in [mention any relevant coursework or experience] will enable me to make a positive impact as an intern with your team.

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my background and achievements.

Sincerely,

[Your Name]