

Internship Application for Public Policy Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position focused on public policy at [Company/Organization Name] as advertised on [where you found the internship]. I am currently a [Your Year, e.g., junior] student at [Your University], majoring in Political Science with a focus on Public Policy. I am eager to apply my academic knowledge and gain practical experience in a dynamic environment like yours.

Through my coursework, I have gained a solid foundation in policy analysis and research methods, particularly in [mention any specific areas of interest]. Additionally, my involvement in [any relevant extracurricular activities or projects] has sharpened my analytical and communication skills.

I am particularly drawn to the mission of [Company/Organization Name] and admire your commitment to [specific goals or projects of the organization]. I believe that my background and passion for public policy would allow me to contribute effectively to your team while gaining invaluable insights into the field.

I am excited about the opportunity to work alongside professionals dedicated to [mention any specific work done by the organization]. I am confident that my enthusiasm and dedication will make me a valuable asset to your organization.

Thank you for considering my application. I hope to discuss my application further and explore how I can contribute to your team. I have attached my resume for your review and look forward to the opportunity for an interview.

Sincerely,

[Your Name]