

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the graduate internship position within the educational services department at [Company/Organization Name] as advertised on [where you found it]. With my strong academic background in [Your Major/Field of Study] and a passion for contributing to educational initiatives, I believe I would be an asset to your team.

During my studies at [Your University], I have developed skills in [mention any relevant skills or experiences]. Additionally, my previous internship at [Previous Internship/Job Title] allowed me to [describe relevant experience or project]. I am particularly impressed by [mention any specific project or value about the company], and I am eager to contribute to your mission while gaining valuable experience in the field.

I am particularly drawn to this internship as it aligns with my career goals of [mention your career goals]. I am excited about the opportunity to learn from professionals at [Company/Organization Name] and to contribute my skills in [specific skills relevant to the internship].

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail. Please find my resume attached for your review.

Sincerely,

[Your Name]