

Formal Application for Classroom Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the classroom internship position at [School/Institution Name] as advertised [where you found the position]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University] and am eager to gain practical experience in a classroom setting.

Through my coursework and volunteer work, I have developed strong skills in [mention relevant skills or experiences]. I believe that this internship would provide me with the opportunity to enhance my teaching abilities and contribute positively to your team.

I am particularly drawn to [mention specific aspects of the school or program] and would be honored to support the educational goals of your institution.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this internship in further detail. Please find my resume attached for your reference.

Sincerely,

[Your Name]