

[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position for Electrical Engineering at [Company's Name] as advertised on [where you found the internship]. As a current student pursuing a degree in Electrical Engineering at [Your University], I have developed not only a strong technical foundation in electrical systems but also substantial project management skills through my academic and extracurricular experiences.

During my time at [Your University], I had the opportunity to lead a senior design project where my team and I developed an energy-efficient solar power system. As the project manager, I was responsible for creating a comprehensive project timeline, delegating tasks to team members, and conducting regular status meetings to ensure we stayed on track. This experience honed my ability to manage multiple aspects of a project, from initial planning to final execution, and strengthened my communication and leadership skills.

I am particularly impressed by [Company's Name]'s commitment to innovation and sustainable solutions in the field of electrical engineering. I am excited about the possibility of contributing to your team and further developing my project management skills through hands-on experience.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain valuable experience at [Company's Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]