

Application for Urban Planning Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Urban Planning Internship position at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently pursuing a degree in Urban Planning at [Your University] and am eager to apply my knowledge and skills in a practical setting.

During my academic career, I have gained a strong foundation in urban design, sustainability, and community development. My coursework, coupled with my experience in [mention any relevant experience or projects], has equipped me with the analytical and creative skills necessary to contribute to your team.

I am particularly drawn to this internship at [Company/Organization Name] because of [specific reason related to the company/organization or projects they are involved in]. I am excited about the opportunity to learn from experienced professionals and contribute to meaningful projects that aim to enhance urban living.

I have attached my resume for your review and would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]