

Application for Urban Planning Internship

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 Position]. 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.

Throughout my academic career, I have gained experience in [mention relevant coursework or projects]. I am particularly drawn to [specific aspect of urban planning relevant to the organization] and am excited about the opportunity to contribute to [specific projects or values of the company].

I have attached my resume for your review. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,

[Your Name]