

Internship Application for Government Affairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position with the Government Affairs department at [Company/Organization Name] as advertised [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Major], and I am eager to apply my academic knowledge in a practical setting.

Throughout my studies, I have developed a strong understanding of public policy and the role of government in shaping community initiatives. My coursework in [Relevant Courses] has equipped me with the skills necessary to analyze and interpret legislation effectively. Additionally, my involvement in [Relevant Extracurricular Activities] has further enhanced my ability to communicate and collaborate with diverse groups.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to their work or values], and I am excited about the opportunity to contribute to your team while gaining invaluable experience in the field of government relations.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and passions align with the goals of [Company/Organization Name]. I hope to contribute positively to your team and learn from your esteemed professionals.

Sincerely,

[Your Name]