

Internship Application: Government Relations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position in Government Relations at [Organization's Name], as advertised on [where you found the internship]. I am currently a [your year, e.g., sophomore, junior] at [Your University] pursuing a degree in [Your Major]. I am eager to apply my skills and knowledge in a practical setting and contribute to your esteemed organization.

During my studies, I have developed a strong understanding of public policy and government processes, which I believe will be beneficial in the role. Additionally, my experience in [related experience, e.g., volunteering, previous internships] has equipped me with valuable skills in [specific skills, e.g., research, communication]. I am particularly drawn to [specific aspect of the organization or its mission] and would love the opportunity to support your efforts in [related task or project].

I am excited about the possibility of contributing to [Organization's Name] and gaining insightful experience in government relations. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]