

Internship Application

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Department/Organization Name] as advertised on [where you found the internship listing]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University] and am eager to gain practical experience in the public sector while contributing to your team.

I am particularly drawn to this internship because [reason specific to the department/organization]. My coursework has provided me with a solid foundation in [relevant skills or knowledge], and I am excited about the opportunity to apply these skills in a professional setting.

I have attached my resume for your review and would be grateful for the opportunity to discuss how I can contribute to [Department/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

[Your Name]