

Internship Application for Public Administration Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Public Administration internship position at [Company/Organization Name] as advertised [mention where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to apply my academic knowledge and skills to a professional environment.

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to the organization or its mission]. I believe that this internship will provide me with invaluable insights and practical experience that will help me contribute to [Company/Organization Name]'s goals while furthering my career in public administration.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to your team. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]