

# Internship Application for Public Policy Development

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the internship position in public policy development at [Company/Organization Name], as advertised on [where you found the internship]. With my academic background in [Your Major] and a strong commitment to public service, I am keen to contribute to your team while furthering my knowledge in policy analysis and development.

During my studies at [Your University], I have gained significant insights into public policy processes, research methodologies, and data analysis. I have also engaged in projects that focused on [mention relevant experience or project], which has prepared me to tackle complex policy issues effectively.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the organization]. I believe my skills in [mention relevant skills] will allow me to enhance your ongoing projects while gaining practical experience in the field.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]