

Request for Summer Marine Biology Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in Marine Biology at [Your University]. I am writing to express my interest in applying for a summer internship at [Organization's Name].

I have always been passionate about marine life and conservation. I believe that an internship with your esteemed organization would provide me with invaluable hands-on experience and allow me to contribute to your important work in marine research and preservation.

Throughout my academic career, I have gained various skills, including [mention relevant skills or experiences related to marine biology, such as lab work, field research, etc.]. I am eager to expand my knowledge and skills in a practical setting while supporting the objectives of your team.

I have attached my resume for your review. I would greatly appreciate the opportunity to discuss my application further and explore how I can contribute to [Organization's Name] during the summer internship program. Thank you for considering my request.

Warm regards,

[Your Name]