

Internship Request for Editorial Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an editorial internship position at [Company's Name], as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University], majoring in [Your Major]. I am eager to gain invaluable experience in the editorial field and believe that my skills and passion align well with the values at [Company's Name].

During my academic career, I have developed a strong foundation in writing, editing, and research. My experience as [any related experience, e.g., editor for the university magazine or a writing position at a local newspaper] has equipped me with the ability to produce high-quality content while adhering to deadlines. I am particularly drawn to [specific aspect of the company's work or values], which I believe aligns with my interests.

I am enthusiastic about the opportunity to contribute to your team and learn from such esteemed professionals in the industry. I would appreciate the chance to discuss my application further in an interview. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]