

# Internship Application for [Position Title]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] internship with [Agency Name] as advertised on [where you found the internship]. I am currently a [Your Major] student at [Your University] with a passion for [relevant field or interest related to the agency's work].

During my studies, I have developed skills in [mention relevant skills or experiences]. I am particularly drawn to [specific agency's project or mission], and I am eager to contribute my skills to support your team.

I believe this internship will provide me with valuable experience and further my understanding of [related field]. I am enthusiastic about the opportunity to work with professionals in the field and learn from their expertise.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,

[Your Name]