

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 the internship position at [Company's Name] as advertised on [where you found the listing]. As a passionate creative writing enthusiast currently studying [Your Major] at [Your University], I am eager to contribute to your team while honing my skills in a professional environment.

Throughout my studies, I have developed a strong foundation in various writing styles, including fiction, poetry, and content creation. My coursework has not only enhanced my writing abilities but has also taught me the importance of storytelling, audience engagement, and editing. I have attached my portfolio for your review, which includes samples of my written work.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I admire how your team [specific achievements or projects], and I would be thrilled to have the opportunity to contribute to such innovative work.

I am excited about the possibility of interning with [Company's Name] and am eager to bring my creativity and dedication to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your organization.

Sincerely,

[Your Name]