

Application for Internship Position in Language Documentation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position for language documentation at [Company/Organization Name] as advertised on [where you found the listing]. I am currently a [your year, e.g., sophomore] majoring in [Your Major] at [Your University], with a strong passion for linguistics and language preservation.

During my studies, I have developed a solid foundation in language structure and cultural context. I have participated in [relevant projects, coursework, or experiences related to language documentation] which have equipped me with the necessary skills to contribute effectively to your team.

I am particularly drawn to [specific aspect of the organization's work or mission], and I am eager to learn and gain practical experience in the field of language documentation through this internship. I am dedicated, detail-oriented, and have strong analytical skills, which I believe will be beneficial in conducting field research and assisting with documentation projects.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]