

Cover Letter for Internship

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Internship Position] at [Company Name], as advertised on [Where You Found the Internship]. With a strong background in public speaking and communication, I believe I would be a valuable addition to your team.

During my time at [University/Organization], I participated in several public speaking events, including [specific events or competitions]. These experiences enhanced my ability to convey information clearly and engage with diverse audiences. I successfully [describe a specific achievement related to public speaking], which not only improved my presentation skills but also fostered my passion for effective communication.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I am eager to contribute my skills to [specific project or initiative], and I am excited about the opportunity to learn from experienced professionals in the field.

Thank you for considering my application. I look forward to the opportunity to discuss how my public speaking experience can benefit [Company Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]