

Internship Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 the public speaking internship opportunity at [Company's Name]. I am eager to develop my skills in public speaking and communication and believe that this internship would provide a valuable platform for my growth.

As a student at [Your University/College], majoring in [Your Major], I have taken several courses in communication and public speaking, which have equipped me with the foundational skills necessary for this role. I am particularly drawn to [Company's Name]'s commitment to [specific aspect of the company or its mission].

Enclosed with this letter are my resume and references for your review. I look forward to the possibility of contributing to your team and am excited about the opportunity to learn from experienced professionals.

Thank you for considering my application. I hope to discuss my application further in an interview.

Sincerely,

[Your Name]