

Application for Internship Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship program at [Non-Profit Organization's Name] as advertised [where you found the listing]. I am currently pursuing a [Your Degree] at [Your University] and am passionate about [specific cause or mission of the organization].

Throughout my academic career, I have gained valuable skills in [relevant skills or experiences related to the position], which I believe align well with the goals of your organization. I am particularly drawn to [specific project or aspect of the organization] and am eager to contribute to your team's efforts in [specific area].

I would greatly appreciate the opportunity to intern with [Non-Profit Organization's Name] and learn from your experienced team. I have attached my resume for your review and would welcome the chance to discuss how my background, skills, and enthusiasms can help support your mission.

Thank you for considering my application. I look forward to the possibility of contributing to [Non-Profit Organization's Name].

Sincerely,

[Your Name]