

Application for Nonprofit Internship Role

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Nonprofit Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship title] at [Nonprofit Organization Name] as advertised [where you found the internship]. I am currently a [your year, e.g., sophomore] at [Your University] pursuing a degree in [Your Major]. I am passionate about [specific cause or mission of the nonprofit] and am eager to contribute my skills and enthusiasm to your team.

During my studies, I have developed strong [relevant skills, e.g., research, communication, etc.] and have gained experience through [mention any relevant experience or volunteer work]. I believe that my background in [related coursework or experience] equips me with the knowledge and skills to make a meaningful contribution to your organization.

I am particularly drawn to [specific project or aspect of the nonprofit] and would be honored to assist in [mention how you would like to contribute]. I am committed to learning and growing during this internship, while also helping [Nonprofit Organization Name] achieve its goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for more details on my background. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]