

Application for Part-Time Internship

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Agency Name]

[Agency Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the part-time internship position at [Agency Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to gain practical experience in the field of social services.

My studies have provided me with a solid foundation in [relevant coursework or skills], and I am particularly drawn to [specific area of social service]. I believe that this internship will allow me to contribute to your mission while further developing my skills in a practical environment.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain valuable experience at [Agency Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]