

Application for Internship at [Social Service Agency Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Social Service Agency Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g. junior] majoring in [Your Major] at [Your University] and have a strong passion for social work and community service.

Throughout my academic career, I have developed skills in [mention relevant skills or experiences]. I am eager to apply these skills in a practical setting and contribute to the important work being done at your agency. I believe that an internship with [Social Service Agency Name] will provide me the opportunity to learn from experienced professionals and deepen my understanding of social services.

I am particularly drawn to your agency's commitment to [mention a specific program or value of the agency], and I am excited about the possibility of contributing to this mission. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can be in line with the goals of [Social Service Agency Name].

Sincerely,

[Your Name]