

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in the Social Service Internship Program at [Organization Name], as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain hands-on experience in social services while contributing to your organization's mission.

Through my coursework and volunteer experiences, I have developed a solid foundation in [mention relevant skills or experiences related to social service]. For example, during my time at [Previous Volunteer/Internship Experience], I [describe what you did and what you learned]. This experience honed my ability to [mention specific competencies or skills relevant to the internship].

I am particularly drawn to [Organization Name] because of [mention something specific about the organization, e.g., its programs, values, or impact]. I believe that my passion for [mention relevant interest or cause] aligns perfectly with the work you do, and I am excited about the opportunity to contribute my skills to your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further. I am available for an interview at your convenience and can be reached via [your phone number or email].

Sincerely,
[Your Name]