

Letter of Interest for Private School Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your University/School], majoring in [Your Major]. I am writing to express my interest in the internship opportunity at [School Name] for the upcoming [specific term/season, e.g., summer 2023].

I am particularly drawn to [School Name] because of [specific reason related to the school]. I believe that my passion for education and my skills in [relevant skills or experiences] would allow me to contribute positively to your team while also gaining valuable insights into the field of education.

I have attached my resume for your consideration, and I would appreciate the opportunity to discuss my application in further detail. Thank you for considering my application. I look forward to the possibility of contributing to [School Name]'s community.

Sincerely,

[Your Name]