

Internship Application Request

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your School's Name], majoring in [Your Major]. I am writing to express my interest in applying for an internship position at [School's Name] for the upcoming [specify term, e.g., summer 2023].

As an aspiring [Your Career Path, e.g., educator, administrator], I am eager to gain practical experience and build my skills in a dynamic environment such as your institution. I am particularly drawn to [specific reason related to the school, e.g., the school's commitment to innovative teaching methods or its focus on student development].

Enclosed is my resume, which provides further details about my background and experiences. I am looking forward to the opportunity to contribute to your team and learn from the esteemed professionals at [School's Name].

Thank you for considering my application. I hope to discuss my potential internship further and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]