

Application for Municipal Internship Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Municipal Internship position at [Municipality Name] as advertised on [where you found the job listing]. I am currently a [your current status, e.g. college student, recent graduate] at [Your School/University] pursuing a degree in [Your Major]. I am eager to gain practical experience and contribute to the community through this internship.

During my studies, I have developed skills in [mention relevant skills or coursework], and I have [mention any relevant experience or projects]. I am particularly drawn to this internship because [briefly explain why you are interested in this municipality or role].

I believe my background and enthusiasm make me a strong candidate for this opportunity. I am excited to learn from the [specific department or team] and to contribute to [mention specific projects or community initiatives].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my education and experience.

Sincerely,

[Your Name]