

Letter of Interest for Municipal Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department/Office Name]

[Municipality Name]

[Municipality Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the municipal internship position within [Department/Office Name], as advertised [where you found the internship listing]. I am currently a [Your Current Status, e.g., junior at XYZ University] majoring in [Your Major], and I am eager to gain practical experience in municipal governance and public service.

Throughout my academic career, I have developed skills in [mention relevant skills or experiences]. I believe these skills would be highly beneficial in assisting your team with [specific tasks or projects related to the internship]. I am particularly interested in [mention a specific project or aspect of the municipality] and how it impacts the community.

I am excited about the opportunity to contribute to [Municipality Name] and learn from dedicated professionals in the field. I am eager to bring my passion for [mention relevant field/interest] and commitment to public service to this internship.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]