

Application for Municipal Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Municipality Name]

[Municipality Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the municipal internship position as advertised on [where you found the internship]. I am currently a [Your Year] student at [Your University/College], pursuing a degree in [Your Major]. This internship presents an exciting opportunity for me to apply my academic knowledge and gain hands-on experience in municipal operations.

Throughout my studies, I have developed strong skills in [mention relevant skills or experiences]. I am particularly drawn to this internship because [mention specific reason related to the municipality or its projects]. I believe my passion and skills align well with the goals of [Municipality Name].

I have attached my resume for your review. I look forward to the opportunity to discuss my application further and how I can contribute to [Municipality Name]. Thank you for considering my application.

Sincerely,

[Your Name]