

Internship Outreach Letter

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., junior] at [Your University] majoring in [Your Major]. I am writing to express my interest in a potential internship opportunity within [Company/Organization Name].

Having researched your company, I am particularly drawn to [specific aspect of the company or its projects] and believe that my skills in [relevant skills] could make a valuable contribution to your team.

I would love the opportunity to discuss any available internship positions, and how I could contribute to your organization. I have attached my resume for your review, and I would be grateful for any guidance or advice regarding internship opportunities at [Company/Organization Name].

Thank you for considering my outreach. I look forward to your response.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]