

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

Recipient's Name
Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position with [Company Name]. I am currently a [Your Degree] student at [Your University], and I believe that an internship at your esteemed organization would provide me with invaluable experience and insight into the [specific field/industry].

Throughout my academic career, I have developed strong skills in [mention relevant skills or experiences, e.g., research, teamwork, or communication]. I am particularly drawn to [specific projects, values, or goals of the company], and I am eager to contribute positively while furthering my understanding of the industry.

I am available for an internship from [start date] to [end date] and am open to flexible working hours. Please find my resume attached for your consideration.

I would welcome the opportunity to discuss how my skills and aspirations align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing my internship candidacy with you.

Sincerely,
[Your Name]