

Internship Placement Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised on [where you found the internship]. I am currently a [your year, e.g., "junior"] at [Your University], pursuing a degree in [Your Major]. I believe this internship would be an exceptional opportunity to apply my academic knowledge and develop my skills in a professional setting.

Throughout my studies, I have gained experience in [mention relevant skills or experiences], and I am particularly drawn to [mention something specific about the company or its projects]. I am eager to contribute my enthusiasm and dedication to your team while learning from the industry professionals at [Company's Name].

Attached to this letter is my resume, which provides further detail about my qualifications. I am looking forward to the opportunity to discuss my application with you in more detail. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]