

Summer Internship Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Summer Internship position at [Company Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major].

Through my coursework and previous internships, I have developed strong skills in [relevant skills/experiences related to the job]. I am particularly drawn to this internship because [mention what attracts you to the internship/company].

I am eager to bring my background in [specific skills or areas of study] to [Company Name] and contribute to your team while gaining invaluable experience in the industry.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail. Please find my resume attached for your reference.

Sincerely,

[Your Name]