

Application for Internship Position

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major].

Enclosed with this letter is my application portfolio that includes my resume, academic transcripts, and relevant projects that demonstrate my skills and experiences in [field related to internship]. I am eager to contribute to your team and gain invaluable experience.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for the internship position.

Sincerely,

[Your Name]