

Application for Student Internship Program

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Internship Coordinator

Company Name

Company Address

City, State, Zip Code

Dear Internship Coordinator,

I am writing to express my interest in the Student Internship Program at [Company Name], as advertised on [where you found the internship]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University]. This opportunity aligns perfectly with my career goals and my academic background.

During my studies, I have developed a strong foundation in [relevant skills or subjects]. I am eager to apply my knowledge and gain practical experience in the [specific field or industry] through your internship program.

I am highly motivated, detail-oriented, and a quick learner. I am confident that my skills and enthusiasm would be an asset to your team. Enclosed are my resume and academic transcript for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

Your Name