

# Request for Student Internship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Academic Level] student studying [Your Major] at [Your University]. I am writing to express my interest in the internship position at [Company Name] as advertised on [Where You Found the Internship].

Throughout my academic career, I have developed a strong foundation in [Relevant Skills/Knowledge], and I am eager to apply this knowledge in a practical setting. I believe that an internship at [Company Name] would provide me with valuable experience and the opportunity to contribute to your team.

In addition to my academic achievements, I have [Mention Any Relevant Experience or Skills]. I am particularly drawn to [Company Name] because [Reason Why You Want to Intern There], and I believe that my skills align well with your team's goals.

I would be grateful for the opportunity to discuss my application further and explore how I can contribute to [Company Name]. Thank you for considering my request. I look forward to the possibility of working together.

Sincerely,

[Your Name]