

Application for University Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position within the [Department Name] at [University Name] for the upcoming semester. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University Name] and I am eager to gain practical experience in my field of study.

During my academic career, I have developed a strong foundation in [relevant skills or experiences], which I believe would be an asset to your department. I am particularly drawn to [specific aspect of the department or research] and would love the opportunity to contribute to your ongoing projects.

Please find my resume attached for your review. I hope to discuss my application in further detail and look forward to the possibility of contributing to [Department Name]. Thank you for considering my application.

Sincerely,

[Your Name]