

# Internship Application

Your Name  
Your Address  
City, State, Zip Code  
Your Email  
Your Phone Number  
Date

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] internship at [Company Name] as advertised on [where you found the job posting]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major]. I believe that this internship will provide me with valuable experience in [related field/industry] and help me further develop my skills.

During my academic career, I have developed strong [mention skills relevant to the internship, e.g., analytical, communication, technical] skills through my coursework and projects. I am particularly drawn to [specific aspect of the company or position], and I am eager to contribute my enthusiasm and dedication to your team.

I am enclosing my resume for your review. I appreciate the opportunity to apply for this position and would love the chance to discuss my application in more detail. I can be reached at [Your Phone] or [Your Email] to arrange a convenient meeting time.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,  
Your Name