

Internship Application Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position name] internship opportunity at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [your year, e.g., sophomore] majoring in [Your Major] at [Your College/University] and believe that my skills and passion for [related field] make me a suitable candidate for this internship.

During my time at [Your College/University], I have gained [mention any relevant skills, coursework, or experiences that relate to the internship]. For example, [provide a brief example of a project or experience]. I am excited about the opportunity to contribute to your team and learn from the talented professionals at [Company's Name].

I am particularly drawn to [specific aspect of the company or project] and am eager to bring my background in [mention relevant skills or experience] to your organization. I am enthusiastic about the possibility of working with [Company's Name] and contributing to [mention any specific goals or projects].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my education and experience will be beneficial to your team. Please find my resume attached for more details on my background.

Sincerely,

[Your Name]