

# Internship Application Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [internship title] position at [Company Name], as advertised [where you found the internship listing]. I am currently a [your degree program] student at [Your University], and I am eager to gain valuable experience in the corporate sector.

My academic background and coursework in [relevant subjects] have equipped me with strong [specific skills or knowledge related to the position]. I am particularly drawn to [Company Name] because of [reason related to the company or its projects]. I believe that an internship with your team would provide me with unique opportunities to apply my skills and contribute meaningfully to your organization.

Enclosed is my resume, which provides additional details about my academic achievements and relevant experience. I am available for an interview at your convenience and can be reached by telephone at [Your Phone Number] or via email at [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Sincerely,

[Your Name]