

Internship Application

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in the engineering internship position at [Company Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I believe that my skills and academic background make me a strong candidate for this internship.

During my coursework, I have developed a solid foundation in [mention relevant skills or subjects, e.g., thermodynamics, circuit design]. I have also completed projects that involved [briefly describe relevant projects or experiences]. These experiences have not only sharpened my technical skills but also enhanced my ability to work collaboratively within a team.

I am particularly impressed by [mention something specific about the company or projects they are involved in], and I am eager to contribute to your innovative team while gaining valuable hands-on experience. I am also enthusiastic about [mention any specific technologies or methods used in the company].

Enclosed is my resume for your consideration. I am looking forward to the opportunity to discuss how I can contribute to [Company Name] through this internship. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]