

# Application for Internship Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the internship position at [Non-Profit Organization Name] as advertised on [where you found the internship]. I am currently a [Your Degree Program] student at [Your University], and I have a strong passion for [mention relevant area related to their mission].

I am particularly drawn to your organization because of [specific reason related to the organization's work]. I believe my skills in [mention relevant skills or experiences] would allow me to contribute positively during my internship.

Enclosed is my resume, which provides additional details about my education and experience. I would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

[Your Name]