

Your Name

Address

[Date]

[Hiring Manager's Name]

[Title]

[Company Name]

[Company Address or "—" for email]

Dear **[Ms./Mr./Mx. Last Name]** (or **Hiring Manager** if unknown),

I am writing to express my strong interest in the **[Specific Internship Position Title]** at **[Company Name]**. As a **[Your Year in School]** studying **[Your Major]** at **[University Name]**, I am excited about the opportunity to contribute to your team while gaining valuable hands-on experience in **[Relevant Industry/Field]**.

What draws me to **[Company Name]** is **[Specific reason - company mission, recent projects, values, or industry leadership]**. Your commitment to **[specific company value or initiative]** aligns perfectly with my career goals and personal values. I am particularly impressed by **[specific project, achievement, or company news]**, which demonstrates the innovative work your team produces.

Through my academic coursework and **[relevant experiences - part-time jobs, projects, volunteer work, extracurricular activities]**, I have developed strong skills in **[2-3 relevant skills]**. For example, **[specific example that demonstrates a key skill or achievement]**. Additionally, my experience with **[relevant tools, software, or methodologies]** has prepared me to make meaningful contributions to your team from day one.

I am eager to bring my **[key strengths - enthusiasm, analytical thinking, creativity, etc.]** and **[specific technical or soft skills]** to support **[Company Name]**'s goals. I would welcome the opportunity to discuss how my background in **[relevant area]** and passion for **[relevant field/industry]** can contribute to your team's continued success.

Thank you for considering my application. I look forward to hearing from you and would be happy to provide any additional information you may need.

Sincerely,

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[Your Name]