

Application for Internship Position

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the [Internship Position] at [Company/Organization Name], as advertised on [Source of Job Posting]. With a background in [Relevant Skills or Studies], I am excited about the opportunity to contribute my skills and enthusiasm to your team.

[Paragraph highlighting your relevant skills, experiences, and achievements.]

I am particularly drawn to [Company/Organization Name] because of its impressive work in [Company's Focus/Industry]. I am confident that an internship with your organization will provide me with valuable hands-on experience and the chance to learn from experts in the field.

Enclosed is my resume for your review. I would be grateful for the opportunity to discuss my qualifications further and explore how I could contribute to [Company/Organization Name]. Thank you for considering my application.

Sincerely,

[Your Name]