

Standard Professional Internship Letter of Intent

Subject: Letter of Intent for [Internship Position Title] at [Company Name]

Dear [Hiring Manager's Name/Internship Coordinator],

I am writing to express my strong interest in the [specific internship position] at [Company Name] for [semester/summer/dates]. As a [year] student majoring in [your major] at [University Name], I am eager to apply my academic knowledge and develop practical skills in a professional environment. Through my coursework in [relevant courses], I have developed a solid foundation in [relevant skills/knowledge areas]. I am particularly drawn to [Company Name] because of [specific reasons: company values, projects, reputation, innovation, etc.]. Your organization's work in [specific area] aligns perfectly with my career aspirations in [field/industry].

During my academic career, I have [mention relevant projects, achievements, or experiences]. These experiences have prepared me to contribute meaningfully to your team while learning from industry professionals. I am especially interested in [specific aspect of the internship or department] and believe this opportunity would be invaluable for my professional development.

I am confident that my [list 2-3 key qualities: analytical skills, teamwork abilities, technical proficiency, etc.] combined with my enthusiasm and willingness to learn make me an excellent candidate for this position. I am available to start on [date] and can commit to [duration/hours per week].

I have attached my resume, transcripts, and letters of recommendation for your review. I would welcome the opportunity to discuss how my background and goals align with the internship program. Thank you for considering my application.

Sincerely,

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile]

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