

_____ [Your Name]
_____ [Your Address]
_____ [Your Phone Number or Email]

_____, 20_____

_____ [Company Representative's Name]
_____ [Company Representative's Title]
_____ [Company Name]
_____ [Recipient Address]
_____ [Recipient Phone Number or Email]

Dear _____ [Company/Company Representative's Name],

My name is _____ [Your Name], and I am a _____
[Describe the academic status, e.g., third-year student; recent graduate] of _____
[College/Institution Name] with a degree in _____ [Credential/Major]. I am writing to
express my interest in pursuing an internship opportunity with _____ [Company
Name].

During my academic tenure at _____ [College Name], I engaged in
_____ [Key Project or Task] which resulted in
_____ [Result or Outcome]. Through this project,
I developed _____ [Specific Expertise or Skills Acquired], which are crucial for my
professional growth.

Additionally, I contributed to _____ [Another Key
Project or Task]. This experience led to _____
[Result or Outcome], during which I honed _____ [Expertise or Skills
Acquired]—skills I am eager to apply in a practical work environment at [Company Name].

I was also actively involved in _____ [Another
Project or Task], which culminated in _____
[Result or Outcome]. This initiative allowed me to further develop _____ [Skills or
Expertise Acquired], enhancing my capability to contribute effectively to upcoming projects and tasks.

Thank you for considering my application. I am enthusiastic about the possibility of joining
_____ [Company Name] and contributing to _____
[Company Mission/Value]. My educational background and hands-on experiences have prepared me well
to add value to your team.

Please feel free to contact me at _____ [Your Phone] or _____
[Your Email] to discuss this opportunity further.

Warm regards,

_____ [Your Name]

