Name

City, State Zip Code | Email Address | Phone Number | LinkedIn

[Date of Application Submission]

Hiring Manager Name, Title
Company Name
Street Address
City, State Zip Code

RE: Title of internship

Dear [Hiring Manager Name]:

It is with great pleasure that I submit my candidacy for the [Title of internship] with [Name of company] that I found on [where you found the opportunity]. Currently, I am pursuing a [Degree Title] with a major in [Major(s)] and have an anticipated graduation date of [Month YYYY]. I am confident that my previous experience in [Skill/Experience 1] coupled with my skills and knowledge in [Skill 2] and [Skill 3] make me an excellent candidate for the role.

Body Paragraph 1: Discuss your experience/skills/knowledge associated with Skill 1.

- Pull skills/ experiences/ knowledge/ strengths from the job description and discuss how you have already accomplished that in previous work experiences or courses. Connect your previous experiences to the job description.

Body Paragraph 2: Discuss your experience/skills/knowledge with Skills 2 & 3

- Pull skills/ experiences/ knowledge/ strengths from the job description and discuss how you have already accomplished that in previous work experiences or courses. Connect your previous experiences to the job description.

I am eager to contribute my skills and knowledge to an [adjective to describe the company] such as [Name of company]. I welcome the opportunity to further discuss my qualifications and I can be reached at [Phone Number] or via email (email address). Thank you for your time and consideration, I look forward to hearing from you soon.

Sincerely,

Name