
Academic Cover Letter for Internship Example

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Title]

[School Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Internship Position Name] at [Organization or University Name]. As a [Your Current Status, e.g., Junior] majoring in [Your Field], I am eager to apply my academic knowledge in a real-world setting.

I have excelled in courses such as [List Relevant Courses], and have hands-on experience in [Describe Any Relevant Projects or Research]. I am particularly interested in [Describe Specific Areas of Interest Related to the Internship].

I believe that an internship at [Organization or University Name] would provide invaluable experience and align perfectly with my career goals. I am excited about the prospect of contributing to your team and learning from professionals in the field.

Enclosed please find my resume and a letter of recommendation from [Recommender's Name, if applicable]. I look forward to discussing how my skills and interests align with the goals of your internship program.

Thank you for considering my application

Sincerely,
[Your Full Name]