

Application Letter For Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific internship position] at [Company Name] as advertised on [where you found the internship listing].

As a [mention your current academic standing, such as a student in a particular year/major] at [your institution], I am eager to apply my knowledge and skills in a professional environment and gain hands-on experience in [mention relevant field/industry].

During my studies, I have developed strong [mention key skills relevant to the internship, such as communication, technical, or analytical skills], and I have

had the opportunity to work on [mention any relevant academic projects, extracurricular activities, or part-time jobs]. I believe that interning at [Company Name] will provide a valuable learning opportunity and help me grow both personally and professionally.

Please find my resume and academic transcripts attached for your review. I would be grateful for the opportunity to discuss how my background and skills align with the needs of your company. Thank you for considering my application.

I look forward to hearing from you.

Sincerely,

[Your Name]