

[Your Name]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Internship application: [Department], [Your Name]

Dear [Hiring Manager],

I am a [year] student of [major] at [University] applying for the [Department] internship at [Company]. I first noticed your work when [specific product, project, or news item], and it made me want to learn how [specific thing] is done.

During my internship I want to learn [goal 1] and [goal 2] while contributing where I can. In class projects I have already used [Tool 1] and [Tool 2], for example in [project] where I [result].

I am available [dates / hours per week], eager to take feedback, and happy to start with small tasks and grow.

Thank you for considering my application. I have attached my CV and would be glad to interview.

Sincerely,

[Your Name]