

**[Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number] | [Professional Email]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

**Re: [Internship Title] Application**

I am writing to express my interest in the [Position Name] internship at [Company Name], as advertised through the [University Name] Business School career network. As a [Year] student pursuing a degree in [Major] at [Business School Name], I have developed a strong foundation in [Skill 1] and [Skill 2], and I am eager to apply my analytical skills to your [Department Name] team.

During my academic career, I have maintained a [GPA] and focused my research on [Relevant Topic]. My coursework in [Course A] and [Course B] provided me with hands-on experience in [Technical Tool or Methodology]. Furthermore, my involvement in [Student Organization/Club] as [Title] has allowed me to lead a team of [Number] to achieve [Specific Result/Metric], demonstrating my ability to thrive in collaborative, fast-paced business environments.

I am particularly drawn to [Company Name] because of your recent [Specific Initiative/Project/Company Value]. My previous experience as [Previous Role/Volunteer Experience] taught me the importance of [Relevant Professional Attribute], and I am confident that my background in [Area of Expertise] aligns with the goals of your summer internship program.

I have enclosed my resume for your review and welcome the opportunity to discuss how my background and enthusiasm for [Industry] can contribute to [Company Name]. Thank you for your time and for supporting the [University Name] internship network.

Sincerely,

[Signature]

[Printed Name]