

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company/Organization Name]

[Street Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name or Hiring Committee],

I am writing to express my strong interest in the [Internship Title] position at [Company Name], as advertised through [Source of Posting]. As a [Year, e.g., Junior/Senior] pursuing a [Degree Name, e.g., B.S. in Finance] at [Business School Name], I have developed a robust foundation in [Specific Skill 1] and [Specific Skill 2] that aligns with the goals of your [Department Name] team.

During my academic tenure, I have maintained a [GPA] while focusing on [Concentration/Major]. In my [Specific Course or Case Study], I successfully [describe a key academic achievement or project], which sharpened my ability to [skill, e.g., analyze market trends/manage financial modeling]. Furthermore, my involvement in [Student Organization/Club] as [Title/Role] allowed me to demonstrate leadership by [specific action or result].

I am particularly drawn to [Company Name] because of your recent work in [Specific Company Project or Industry Trend]. I am eager to apply my proficiency in [Software/Technical Skill] and my understanding of [Business Concept] to contribute to your team's success. This internship represents an ideal opportunity for me to bridge the gap between my theoretical business education and professional application within a high-performing environment.

Thank you for your time and consideration of my application. I have attached my resume for your review and look forward to the possibility of discussing how my background and enthusiasm can benefit [Company Name] during a formal interview.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Full Name]