

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

[Date]

[Hiring Manager Name]
[Title]
[Department/Organization Name]
[Street Address]
[City, State, Zip Code]

RE: Application for [Internship Title] - [Reference Number]

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

I am writing to express my strong interest in the [Position Name] internship at [Organization Name], as advertised through [Source]. As a [Current Degree, e.g., Master's/Ph.D.] student specializing in [Field of Study] at [University Name], I have developed a robust academic foundation in [Core Competency 1] and [Core Competency 2] that aligns directly with your current initiatives in [Specific Department or Project].

My graduate research focuses on [Briefly describe research topic/thesis], where I have utilized [Specific Methodology or Tool] to [Result or Achievement]. This academic rigor has equipped me with advanced analytical skills and the ability to synthesize complex data into actionable insights. During my previous experience at [Previous Institution or Company], I successfully [Action Verb] a [Project/Task], resulting in [Quantifiable Impact or Outcome]. I am eager to apply these technical proficiencies to support [Organization Name]'s goals regarding [Specific Goal mentioned in Job Description].

Beyond my technical qualifications, I bring a collaborative mindset and a commitment to professional excellence. I am particularly drawn to [Organization Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my background in [Specialization] and my dedication to [Industry/Field] make me an ideal candidate to contribute to your team this [Term/Year].

Thank you for your time and for considering my application. I have attached my curriculum vitae and [Other Document, e.g., Research Statement] for your review. I look forward to the possibility of discussing how my skills can benefit [Organization Name].

Sincerely,

[Your Signature - if sending by mail]

[Your Typed Name]