

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Internship Coordinator]

[Department Name]

[Organization/Institution Name]

[City, State, Zip Code]

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

I am writing to express my enthusiastic interest in the [Internship Title] at [Organization Name] for the [Season/Semester] term. As a [Year] student pursuing a degree in [Major, e.g., Art History, Philosophy, English] at [University Name], I have developed a strong foundation in [Key Academic Skill 1] and [Key Academic Skill 2] that aligns with your mission to [Mention a specific goal of the organization].

My academic background has emphasized [Specific Area of Study]. During my coursework, particularly in [Specific Course or Project], I conducted extensive research on [Topic] and synthesized complex information into [Type of Output, e.g., a 20-page thesis/digital archive]. This experience honed my ability to analyze cultural contexts and communicate nuanced ideas effectively—skills I am eager to apply to the [Specific Task, e.g., archival processing or content creation] required for this role.

Beyond the classroom, I have cultivated practical skills in [Skill Area, e.g., database management, public programming, or editorial work] through [Previous Experience/Volunteer Work]. For instance, while working with [Previous Organization], I successfully [Describe an achievement]. This taught me the importance of [Relevant Professional Value, e.g., meticulous attention to detail or collaborative problem-solving] in a professional humanities setting.

I am particularly drawn to [Organization Name] because of your recent work on [Specific Program, Exhibit, or Publication]. I am confident that my passion for [Subject Matter] and my commitment to academic rigor would make me a valuable contributor to your team.

Thank you for your time and for considering my application. I have attached my resume and [Any Other Document, e.g., writing sample] for your review. I look forward to the possibility of discussing how my background can support [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]