

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Hiring Manager Name/Search Committee Chair]
[Department Name]
[University Name]
[University Address]

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

I am writing to express my enthusiastic interest in the **[Position Title, e.g., Graduate Teaching Internship]** within the **[Specific Department]** at **[University Name]**, as advertised on **[Platform/Website]**. As a **[Current Degree Program]** student specializing in **[Your Field of Study]**, I am eager to contribute to your department's academic excellence while refining my pedagogical skills.

My academic background has provided me with a rigorous understanding of **[Core Subject Area 1]** and **[Core Subject Area 2]**. During my previous experience as a **[Previous Role, e.g., Teaching Assistant or Peer Tutor]**, I developed the ability to **[mention a key skill, e.g., facilitate small group discussions or simplify complex theoretical concepts]**. I am particularly drawn to this internship because of **[University Name]**'s commitment to **[mention a specific university value or teaching method]**.

I am confident that my passion for **[Research Interest/Subject]** and my dedication to fostering an inclusive learning environment will allow me to support your faculty effectively. I look forward to the possibility of discussing how my background aligns with the goals of the **[Department Name]**.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]