

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[LinkedIn/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title/Position]
[Department Name]
[Institution/Organization Name]
[Organization Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Position Title, e.g., Marine Biology Research Internship] at [Organization Name], as advertised on [Where you saw the posting]. As a [Your Year] student at [University Name] majoring in [Major], with a specific focus on [Specialization, e.g., Ichthyology or Coral Reef Ecology], I am eager to contribute to your current research on [Specific Research Topic/Project].

Throughout my academic career, I have developed a strong foundation in [List 2-3 relevant core subjects]. My practical experience includes [Specific Lab or Field Skill, e.g., DNA sequencing, water quality analysis, or scuba-based data collection] conducted during my [Course Name or previous assistantship]. Specifically, my work on [Brief description of a relevant project] allowed me to hone my abilities in [Specific Skill, e.g., statistical analysis using R or species identification].

Your organization's recent work regarding [Mention a specific study or initiative by the organization] aligns perfectly with my research interests. I am particularly drawn to this internship because of [Organization Name]'s commitment to [Value, e.g., marine conservation or innovative oceanic technology]. I am confident that my background in [Skill] and my dedication to marine science will allow me to provide valuable support to your research team.

Thank you for your time and for considering my application. I have attached my resume and [Any other required documents, e.g., transcripts] for your review. I look forward to the possibility of discussing how my skills can benefit the [Project/Department Name] team.

Sincerely,

[Your Signature]
[Your Printed Name]