

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[University Email Address]

[Date]

[Principal Investigator or Hiring Manager Name]
[Department Name]
[Institution/Organization Name]
[Address]

Dear Dr. [Last Name],

I am writing to express my strong interest in the [Specific Internship Title] at the [Laboratory/Organization Name] for the [Season/Year] term. As a [Year, e.g., Junior] Biology major at [University Name] with a specific interest in [Specific Sub-field, e.g., Molecular Genetics or Ecology], I have followed your recent work regarding [Briefly mention a specific research paper or project from the lab].

My academic background has provided me with a solid foundation in [List 2-3 relevant courses, e.g., Organic Chemistry and Cell Biology]. Through my coursework and [mention any previous lab experience or relevant extracurriculars], I have developed technical proficiency in [List specific skills, e.g., PCR, gel electrophoresis, aseptic technique, or data analysis in R]. I am particularly drawn to this internship because of its focus on [Specific aspect of the internship], which aligns perfectly with my long-term goal of pursuing a [PhD/Medical Degree/Career] in [Field].

Beyond my technical skills, I am a detail-oriented student who thrives in collaborative environments. During [mention a specific project or role], I demonstrated my ability to [mention a soft skill, e.g., manage complex schedules or troubleshoot experimental protocols]. I am eager to bring my enthusiasm for biological discovery and my strong work ethic 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 background and interests can contribute to the ongoing research at [Laboratory Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]