

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Community Outreach Internship at [Organization Name], as advertised on [Platform where you found the listing]. As a [Your Year/Major] student at [University Name] with a deep commitment to [Specific Cause/Social Issue], I am eager to contribute to your team's efforts in fostering meaningful community connections.

My academic background in [Relevant Subject] has provided me with a strong foundation in [Skill 1] and [Skill 2]. Through my previous experience with [Previous Organization or Volunteer Work], I successfully [Action/Result, e.g., coordinated an event for 50+ participants], which allowed me to hone my abilities in public speaking and grassroots organizing. I am particularly drawn to [Organization Name] because of your recent initiative in [Specific Program or Project], and I am confident that my passion for [Relevant Topic] aligns perfectly with your mission.

I am a proactive communicator who enjoys engaging with diverse populations. I am skilled in [Relevant Software/Social Media] and possess the organizational skills necessary to manage multiple community projects simultaneously. I am eager to bring my energy and dedication to your outreach team while gaining professional insight into the nonprofit sector.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm can support the impactful work being done at [Organization Name].

Sincerely,

[Your Signature]
[Your Typed Name]