

[Your Full Name]

[Your Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name/Selection Committee],

Re: Application for [Internship Position Title]

I am writing to express my strong interest in the [Position Title] at [Organization Name], as advertised on [Where you saw the post]. As a [Your Current Level of Study] student majoring in [Your Major] at [University Name], I have long followed [Organization Name]'s work in [Specific Field/Region, e.g., food security in Sub-Saharan Africa], and I am eager to contribute to your mission while developing my professional skills in international development.

My academic background has provided me with a solid foundation in [Relevant Subject 1] and [Relevant Subject 2]. Through my coursework, I have gained a deep understanding of [Specific International Issue]. Additionally, my experience with [Previous Volunteer/Research/Work Experience] has equipped me with practical skills in [Skill 1, e.g., data collection], [Skill 2, e.g., cross-cultural communication], and [Skill 3, e.g., grant writing assistance].

I am particularly drawn to this internship because of [Specific Project or Program the organization runs]. I am confident that my ability to [Specific Strength, e.g., analyze complex policy documents or adapt to remote environments] would be an asset to your team. I am also proficient in [Languages] and [Technical Software], which I understand are valuable for your operations in [Specific Region/Department].

Thank you for your time and for considering my application. I have attached my CV and [Other Document] for your review. I look forward to the possibility of discussing how my background and enthusiasm for international aid can support the goals of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]