

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Outreach]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **Education Outreach Internship** at [Organization Name]. As a [Your Year in School, e.g., Junior] studying [Your Major] at [Your University], I have long admired [Organization Name]'s commitment to [mention a specific mission point, e.g., narrowing the achievement gap / providing STEM resources to underserved communities].

My academic background and hands-on experience align closely with the goals of your outreach programs. During my time at [Previous Internship or Volunteer Site], I successfully [describe a key achievement, e.g., developed a curriculum for after-school workshops]. This experience allowed me to hone my skills in [Skill 1, e.g., public speaking] and [Skill 2, e.g., educational content creation], which I am eager to apply to your upcoming [Specific Program Name, if known] initiative.

Furthermore, my experience working with [Target Demographic, e.g., K-12 students] has taught me the importance of adaptable communication and community engagement. I am particularly drawn to this internship because of [Organization Name]'s recent work in [mention a specific recent project or news item]. I am confident that my passion for equitable education and my ability to [mention another skill, e.g., manage social media outreach or organize events] would make me a valuable asset to your team.

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

Sincerely,

[Your Handwritten Signature, if sending by mail]
[Your Typed Name]