

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

[Date]

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

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] internship at [Organization Name], as advertised on [Platform]. As a [Current Year/Student Status] at [University Name] studying [Major/Field of Study], I have long followed [Organization Name]'s commitment to [Specific Cause/Mission] and would welcome the opportunity to contribute to your outreach efforts.

My academic background in [Relevant Coursework] and my experience with [Specific Skill: e.g., Social Media Management, Content Creation, or Copywriting] align with the goals of your communications team. Last year, while working with [Previous Organization/Volunteer Role], I successfully [Action/Result: e.g., increased engagement by X% or drafted 10 monthly newsletters]. I am eager to apply this experience to help [Organization Name] amplify its impact and engage with [Target Audience/Stakeholders].

Specifically, I am drawn to [Organization Name] because of your recent [Specific Campaign or Program]. I am particularly impressed by how your team [Detail about their work]. As an aspiring nonprofit professional, I am dedicated to using storytelling and digital strategy to drive social change and support [Specific Population Served].

Thank you for your time and for considering my application. I have attached my resume and [Portfolio/Writing Samples] for your review. I look forward to the possibility of discussing how my skills in [Key Skill 1] and [Key Skill 2] can support the [Department Name] team this [Season/Semester].

Sincerely,

[Your Signature/Name]