

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[LinkedIn Profile URL]
[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Position Name] internship at [Organization Name], as advertised on [Platform/Source]. As a [Current Year] student at [University Name] majoring in [Major/Field of Study], I have long admired [Organization Name]'s commitment to [specific policy area or mission].

My academic background in [Specific Subject] has provided me with a foundation in [Relevant Skill, e.g., legislative analysis or qualitative research]. During my previous experience at [Previous Organization/Volunteer Role], I successfully [Achievement or Task, e.g., drafted policy briefs on X or coordinated outreach for Y]. These experiences have prepared me to contribute effectively to your team's efforts in [specific department or current project].

I am particularly drawn to [Organization Name] because of your recent work on [Specific Report, Campaign, or Legislation]. My skills in [Skill 1] and [Skill 2] align with your goals for the upcoming [Season/Term] internship. I am eager to apply my research capabilities to help advance [Organization's Mission] and support your advocacy initiatives.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and passion for public policy can serve [Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]