
Internship Application Email Template

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

[Recipient's Email Address]

Subject: Application for [Internship Title] Internship

Dear [Recipient's Name],

I am writing to express my interest in the [Internship Title] internship position at [Company Name], as advertised on [where you found the internship listing]. With a strong foundation in [mention your major or relevant coursework] and hands-on experience in [mention any relevant project, job, or extracurricular activity], I am eager to contribute to your team and learn from the esteemed professionals at [Company Name].

In [Year], I completed a project on [mention a relevant project], which honed my skills in [mention relevant skills]. This experience, combined with my academic background, has equipped me with a solid understanding of [industry or field knowledge], making me a well-suited candidate for this internship.

I am particularly drawn to [Company Name] because of [mention something specific about the company or internship that attracts you]. I am enthusiastic about the opportunity to contribute to [mention any specific project or area of work] and gain invaluable industry insight.

Enclosed is my resume, which provides further detail about my academic achievements and work experience. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to your team and gaining an enriching experience through this internship.

Sincerely,

[Your Name]

Attachments:

- Resume