

Your Full Name

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Street, City, State Zip

Phone number, Email

Month day, Year

Mr. Hiring Manager

Their position at company

Company you're applying to

Street address of company,

City, State Zip

Dear Mr. Hiring Manager,

The purpose of this letter is to apply for the **position** you have posted on **website** on **date**. An excellent candidate for this internship would have a strong understanding of **requirements from job posting**, and strong **other requirement from job posting qualities**. In addition, the right candidate for this internship should also have **other requirements of job**. I believe my resume will show a proven history of utilizing these various skills through my professional and educational experiences.

**Body of letter should specifically identify key requirements to show how applicant is qualified for job description.**

**Company you're applying to** is an outstanding company in **City** with a proven track record of outputting **what company does/makes**. I believe that as a **position you're applying to**, I could bring a diverse set of skills to **company** and in return I can further develop my knowledge and experience while working with your team at **company**. I'm very interested in discussing this opportunity further. Please contact me at your earliest convenience so I can learn more about the position. I've attached a copy of my resume for your review. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

Your Name