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General Internship Cover Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Application for [Internship Position Title]

Dear [Recipient's Name],

I'm excited to apply for the [Internship Position Title] at [Company Name]. As a [Your Year] student majoring in [Your Major] at [Your University], I've been impressed by [specific aspect of the company, such as innovation, social impact, or growth] and am eager to contribute my skills to your team.

In my role as [specific position, such as "Marketing Assistant"] at [Organization Name], I developed a [specific achievement, such as "social media campaign that increased engagement by 30% in three months"]. This experience honed my [specific skills, such as "content creation,



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analytics, and cross-functional collaboration”]. Additionally, my coursework in [relevant subject] has provided me with a strong foundation in [specific concepts or tools relevant to the internship].

I’m particularly drawn to [Company Name] because of its commitment to [specific value or project]. I recently read about [specific achievement or project, such as “your efforts in sustainable product design”], which aligns closely with my passion for [related area]. I’m confident that my [specific skills, such as “analytical mindset and ability to work under pressure”] can add value to your team.

I would be thrilled to bring my skills and enthusiasm to [Company Name] and contribute to [specific goal of the company or team]. Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute further.

Sincerely,

[Your Full Name]