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Sample Letter of Intent for an Internship

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Letter of Intent for Internship Opportunity

Dear [Recipient's Name],

I am writing to express my keen interest in joining [Company Name] as an intern in [Department or Specific Program]. As a [Your Year] student majoring in [Your Major] at [Your University], I am eager to bring my skills, curiosity, and determination to contribute meaningfully to your team.

Throughout my academic and extracurricular experiences, I have cultivated [specific skills or qualities, such as “a strong work ethic, adaptability, and a collaborative mindset”]. For instance, during my tenure as [specific role, such as “President of the Environmental Club”], I



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spearheaded a [specific project], resulting in [specific impact, such as “a 15% reduction in campus energy usage”]. This experience not only strengthened my [specific skill] but also fueled my passion for [relevant field].

[Company Name]’s commitment to [specific value or goal, such as “innovation in technology” or “community empowerment”] inspires me. I am particularly excited about [specific project or initiative, such as “your new mentorship program for underrepresented youth”]. My background in [specific skill or area, such as “data analysis”] and my dedication to [related value] make me confident in my ability to contribute to your mission.

Thank you for considering my letter of intent. I would be delighted to discuss how my skills and experiences align with your team’s goals. Please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Full Name]