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| --- |
| **First Name Last Name**  Address  phone  Email |

Lieu - la Date.

Bosch.

4005 Miranda Ave,

Palo Alto, CA 94304,

United States.

Dear Sir or Madam:

I am a [year in school], at the University of \_\_\_\_\_\_\_\_\_\_\_ majoring in \_\_\_\_\_\_\_\_\_\_\_\_\_.

I am seeking a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [If you know someone who suggested this organization or has a connection, mention it here].

Some of my relevant course work includes \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_.

As a result of the knowledge I have acquired in these and other courses, in addition to my [personal quality or other experience], I am confident that I could contribute to [name of organization] while gaining some practical experience.

In this section, include any or all of the following:

- A story about your background.

- Why you are impressed with the organization.

- Statements communicating your enthusiasm for the internship opportunity.

- Details about specific skills that would be helpful to any organization, such as customer

service, attention to detail, or specific skills such as Excel or HTML.

My resume is attached. I will contact you in a week or so to inquire about potential internship possibilities.

Sincerely.

[First Name/Last Name]