**Cover Letter for an Internship:**

(insert your address)

(insert company address)

(insert company contact details)

(insert date that letter was written)

Dear Mr/Mrs/Ms (insert name),

I recently came across an announcement for (insert position title) to work for (insert company name) that was listed on (insert details on where you found the listing).

I have recently gained experience in the (insert name of field) industry due to my past job with (insert company name) where I was responsible for (give details of the work you did). I thoroughly enjoyed working in this sector and wish to continue to do so by joining (insert company name).

From my educational background in (give details) to my interest in (give details), I believe that I would make a good asset to the (insert company name) team. For quite a while I have been wanting to work for an organisation that takes an interest in (give details of what the company does) which is what encouraged me to apply for the (insert job title) position.

I will contact you within the next week to enquire about meeting in person to discuss further my application for the role of (insert job title) at (insert company name). I look forward to hearing from you and thank you for taking my application into consideration.

Sincerely,

(hand printed signature)

(enter full name)