**To Place:**   
The Human Resource Department, Date:  
Company Name,  
Address.

Sub: Applying for …………… internship.

Dear Sir/Madam,

My name is **[Your name]**, applying for …………………… internship position at **[Company name]**. According to the requirements for the position, it fits very well with my educational and career interests.

I am currently pursuing my final year of **[Education]**, and looking to do an internship to get experience. My basic knowledge of ………….. and ……………. and familiarity with ……………. **[Skill(s)]** will make me a suitable candidate. I want to contribute as best I can to this internship.

Please find my attached resume with additional information about my education, experience, and professional memberships. I would appreciate the opportunity to discuss my qualifications for the internship more fully in an interview. I can be reached at 9456XXXX50 or by email at xxxxxgmail.com.

Thank you for your consideration and I look forward to talking with you soon.

Sincerely,  
Your name,  
Signature.