Jane Doe------E-mail: [JaneDoe@email.com](mailto:JaneDoe@email.com)------Phone: 111-111-1111------Address: 1111 Street, New York, New York 83221

Research Company

1234 Avenue Street

New York, New York 84332

Company\_Name@Company.com

Dear Mr. Smith,

I am writing this letter in regards to the recent internship posting I encountered on your website. I am currently looking for a challenging and fulfilling internship in the field of research, and I feel that I have all of the necessary skills and requirements to fill this position.

As a four-year honor student from the University of Virginia, I have demonstrated exceptional organizational and time management skills. To keep my honor’s list status, I have had to maintain strong study skills, attention to detail, punctuality in finishing assignments, and time management skills.

In addition to my academic achievements, I have also been a member of the research club for five years. As a part of this club, several fellow students and I have met with professors from the science department to conduct several scientific studies. These studies have published in my university’s science magazine, which has received several awards. As a part of the research club, I have had several opportunities to lead research projects and collaborate with professors and scientists. I have excellent teamwork skills and leadership qualities that I would love to bring into the workplace as your intern.

I would be honored to serve as your intern, and I look forward to hearing from you at your earliest convenience. Attached to this letter is my resume. I hope I will be considered for this rewarding position.

Thank you for your time.

Sincerely,

Jane Doe