Jane Smith  
Street address 123  
Dream Town, Soft State 12345  
123 987 654  
janesmith@email.com

24th October 2017

John Doe  
Senior HR Manager  
ZYX Company  
45 Building Block  
Dream Town, Soft State 12345

Dear Mr Doe,

I’m a third-year student of Journalism at ZYX University and I’m interested in applying for the journalism internship available at ZYX Company. I noticed the position advertised on my university’s Career Services and I believe my research and observational skills make me an ideal candidate for the role.

As a journalism student, I have acquired skills in research, interviewing, writing and editing. I have received over 80% on all my coursework and I was selected to receive a special award by my professors after my first year.

I have always been passionate about journalism as a career choice. I have volunteered in my local newspaper for three past summers and would love to have this opportunity to internship at ZYX Company. The position would help me deepen my research skills and broaden my knowledge on international journalism, which is exactly what I’d love to do after graduating.

Aside from volunteering, I have been writing a weekly column for the university newspaper and worked as a research assistant to a PhD student at my department. I believe this particular role has improved my research skills and ability to analyse data quickly. I have enclosed a few example columns to this letter for you to look at.

I would love to talk more about the role and you can reach me at 123 987 654 and my email janesmith@email.com. If you have any questions don’t hesitate to contact me. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Jane Smith