Today’s Date

Contact Name  
Contact Job Title  
Business Name  
123 Business Address, City, State, Zip   
(XXX) XXX-XXXX

Dear Ms./Mr. Contact Person,

I am submitting my resume and this letter to express my interest in the internship opportunity you have available in your Information Security department. I learned of this internship from Joe Meyer, who is my advisor at State University, and who recently retired as head of IS from your organization. I am grateful that he told me about this opening, and am very excited about pursuing this opportunity. I believe I would be challenged in this role, but also able to make a contribution.

I am currently a senior at State University majoring in Computer Science with an emphasis in Security. I previously graduated from Community College with an Associate’s degree in Information Technology where my area of concentration was Cybersecurity. Currently, I am on the Dean’s list, act as treasurer of the Cybersecurity club, and am an active member of the Forensics team.

I am passionate about computer security. I have intentionally chosen courses that have allowed me to develop and apply my skills in this area. These include:

* Network Security
* Network Firewalls
* Computer Forensics
* Penetration Testing
* Ethical Hacking
* Risk Assessment And Documentation

I am currently working on a research project with Joe Meyer where we are exploring the adaptations that will need to be made in the Information Security Field as technologies such as IoT, VR, and wearables continue to emerge.

In addition to my academic work, I have a year of experience working as a help desk technician at Major Big Box Electronics Store. I was recently promoted to a position that allows me to help individuals and small business owners whose computer systems have been hacked or exposed to malware.

I would love the opportunity to meet with you to discuss this internship opportunity. I think I would be a perfect fit, and will be happy to answer any questions you might have. Thank you again for your consideration.

Sincerely,

Your Name