Your name

Your mailing address

Your email

Your phone number

Date

Recipient’s name

Company

Company mailing address

Recipient’s email

Dear Ms. [LAST NAME]:

Since I was young, I have been an avid consumer of [PRODUCT]. As a current junior at [COLLEGE], I am seeking out a challenging internship to build upon my marketing skills. I would be so excited to have the opportunity to work with you.

I’m studying marketing at [COLLEGE] and have studied areas such as [EXAMPLES], focusing on [SPECIFIC NICHES]. I also serve as the media coordinator for our youth outreach group, and this role has enabled me to learn about branding and public relations through reaching out to local media outlets and developing campaigns with my team. It has also helped me broaden my horizons and get outside of my comfort zone since I interact with high-level professionals regularly.

I would be thrilled to take these skills to [ORGANIZATION] and refine them, as well as learn about the world of marketing from such a prestigious and well-regarded business. I appreciate your consideration and look forward to hearing from you in this regard.

Sincerely,

[YOUR NAME]