Name

Street Address

City, State Zip Code

Phone Number

Email

Date

Firm name  
Street address  
City, State Zip Code  
Phone number

Dear Sir or Madam,

My name is [XXXXX XXXX] and I am currently a [XXXX] at Binghamton University pursuing a degree in [XXXXX] with a concentration in [XXXXXX]. I was introduced to [Firm Name] by [Person Name], a [Position] in the [Group name] group. I was impressed with the culture and working environment [he/she] described at [Firm name], and I am interested in pursuing the [position name] position at your firm. My previous internships have helped me to develop the skills necessary to succeed as an [detail] intern, and I hope to continue to develop these skills under the expertise of [Firm name].

[Details about an internship or project, and how they relate to the position you are applying to.]

[Details about another internship or project, and how they relate to the position you are applying to.]

I have included a copy of my resume and would welcome opportunities to discuss my qualifications and learn more about [Firm name]. Thank you very much for your time and consideration.

Sincerely,

[Name]