# [Your Full Name]

[City, State] | +91 [Phone Number] | [your.email@example.com] | linkedin.com/in/[your-profile]

[Date, e.g. 12 March 2026]

[Hiring Manager's Name]
[Designation, e.g. Talent Acquisition]
[Company Name]
[City]

**Subject: Application for [Internship Title] Internship – [Duration, e.g. 3 months]**

Dear [Hiring Manager's Name],

I am a [second / third / final]-year [Degree] student at [College Name], and I would like to apply for the [Internship Title] internship at [Company Name] that I saw on [Internshala / LinkedIn / our placement cell].

I am interested in [field, e.g. digital marketing] and have already started building skills in it. [One example, e.g. I run the Instagram page for our college fest and plan its posts every week.] I am comfortable with [tool 1] and [tool 2], and I learn fast when I am given clear tasks.

I am available [full-time / part-time / remotely] from [start date] for [duration]. I will bring steady effort, ask questions when I am stuck and finish what I am given on time.

My resume is attached. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

**[Your Full Name]**
[Degree, Year] | [College Name]