{Month} {Day}, {Year}

{CompanyName}

To whom it may concern,

**{InternshipOrJob} – {CompanyName}**

I am writing to express my interest in joining {CompanyName} {as an intern} from May 2019 to August/September 2019. / {Full time}

{SkillsPara1}

{SkillsPara2}

{WhyThisCompany}

{ClosingParagraph}

Yours sincerely,

{Name}

Mobile: {MobileNo}

Email: {PersonalEmail}