

Street
City, PostCode
cell: 555-555-5555

Date

Name
Job Title
Company
Street
City, PostCode

Dear Ms. LastName,

I am interested in applying for the research internship position that was listed through the Istanbul Technical University Career Services Office. Because of my professor's recommendation, I am excited to gain experience working in your company.

I have had a great deal of theoretical experience in (list important classes). In the lab, I have performed (discuss practical lab experience).

Last summer, I worked as (relevant work experience).

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I look forward to hearing from you to discuss this position further. I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

Signature

FirstName LastName