[Your Full Name]
[Cell number] · [Email] · [Suburb, City]
[LinkedIn or portfolio link (optional)]

[Date]

[Hiring manager's name (if known)]
[Job title]
[Company / Organisation]
[City]

Subject: Application for [Internship title] (Ref: [number])

Dear [Mr/Ms/Dr Surname] / Dear Hiring Manager,

I am applying for the [internship title] advertised on [where you found it]. I am currently [a final-year student / a recent graduate / completing NQF level ___] in [qualification] at [institution]. I am eager to complete an internship where I can apply my [top 2–3 relevant skills] while learning from your team in [department / programme].

What I can contribute to this internship:

- **[Requirement or skill 1]:** [Proof: project, module, practical or job task, tool used, result].
- **[Requirement or skill 2]:** [Proof: what you did, how you did it, result].
- **[Requirement or skill 3]:** [Proof: teamwork, communication, problem-solving, customer service or leadership].

I am particularly interested in [company name] because [one specific reason linked to their work, programme or sector]. I am available to start from [start date] and can commit [full-time / part-time] for [duration]. I am based in [location] and am able to [commute / relocate].

Please find attached my CV and [other required documents, e.g. academic record, ID copy, certificates, portfolio]. I would appreciate the opportunity to discuss how I can contribute to your team. Thank you for your time and consideration.

Kind regards,
[Your Full Name]
[Cell number]
[Email]

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