

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [position title] at [Company's Name] as advertised [where you found the job listing]. I am currently a [your year, e.g., junior] at [Your School's Name], pursuing a degree in [Your Major].

Through my coursework and extracurricular activities, I have developed strong [mention relevant skills] that I believe would be beneficial for this role. For instance, [provide a brief example of relevant experience or project].

I am particularly drawn to this position because [explain why you are interested in the company or position]. I admire [Company's Name] for [mention something specific about the company], and I am eager to contribute my skills to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]