

[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 [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. I am currently a student at [Your School Name], pursuing a degree in [Your Major], and I am excited about the opportunity to apply my skills and gain valuable experience in the [specific field/area].

I have developed strong [relevant skills or experiences related to the job] through [mention any relevant coursework, projects, or extracurricular activities]. Additionally, my [any previous job, volunteer work, or internships] have further honed my [specific skills relevant to the position]. I am eager to bring my passion for [industry/field] and my commitment to [specific relevant goal or value] to your team.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values that resonates with you]. I believe that my [mention personal strengths or attributes that would benefit the company] would contribute positively to your team and align with your organization's goals.

I would be delighted to further discuss my qualifications and how I can contribute to the success of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]