

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [specific position] at [Company's Name] as advertised [where you found the job listing]. As a Bachelor of Business Administration student at [Your University], I have acquired a solid foundation in key business principles, and I am eager to apply my skills and knowledge in a practical setting.

Throughout my academic career, I have gained valuable experiences that align well with the requirements of this position. [Briefly mention any relevant coursework, projects, or internships]. For example, [specific example that showcases your relevant skills].

I am particularly drawn to this role at [Company's Name] because [mention specific reason related to the company or position]. I admire [something about the company or its values, culture, etc.], and I am excited about the opportunity to contribute to [specific goals or projects related to the company].

I possess strong analytical and interpersonal skills, which I believe will allow me to work effectively in a team-oriented environment.

Additionally, I am proficient in [mention any relevant software, tools, or techniques], which I understand are important for this position.

Thank you for considering my application. I look forward to the opportunity to discuss how my education and experiences can contribute to the success of [Company's Name]. I am excited about the possibility of joining your team and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]