

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job posting]. I am currently pursuing a Bachelor of Business Administration at [Your University], and I am eager to bring my skills and passion for [relevant field/industry] to your team.

During my studies, I have developed a strong foundation in [relevant courses or skills], and I have gained practical experience through [internships, projects, or relevant experiences]. I am particularly drawn to [specific aspect of the company or role] because [reason related to the company or position].

I am confident that my background in [skill/experience] and my commitment to [related quality or characteristic] make me a suitable candidate for this position. I am excited about the opportunity to contribute to [Company's Name] and learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please find my resume attached for more details about my qualifications.

Warm regards,
[Your Name]