

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Year, e.g., sophomore] student at [Your School/University] majoring in [Your Major]. I am writing to inquire about potential job opportunities or internships available at [Company/Organization Name] for students like myself.

I am particularly interested in [specific field or position related to the company] and believe that my skills in [mention relevant skills or experiences] could contribute positively to your team. I admire [mention something specific about the company or its projects] and would love the opportunity to gain hands-on experience in such a dynamic environment. I have attached my resume for your consideration and would appreciate any advice or information regarding potential openings. I am eager to learn and ready to contribute my efforts to [Company/Organization Name]. Thank you for your time and consideration. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]

[LinkedIn Profile URL (optional)]