

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

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

Dear [Recipient's Name],

I am writing to express my interest in the work experience opportunity at [Company's Name] as advertised [where you found the opportunity]. I am currently a [Your Degree/Year] student at [Your School/University] and am eager to gain practical experience in [industry/field] to complement my academic learning.

I believe that my skills in [mention specific skills relevant to the position] and my passion for [mention relevant interests] align well with the values and goals of [Company's Name]. During my [related experience or coursework], I have developed a strong foundation in [mention relevant knowledge or skills], which I am excited to apply in a professional setting.

I am particularly drawn to [specific aspect of the company or position], and I would be thrilled to contribute to your team while learning from experienced professionals. I am available for [mention your availability], and I am willing to adjust my schedule to accommodate the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]