

[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 Posting]. I am currently a [Your Degree] student at [Your University] with a focus on [Your Major/Field]. I am eager to bring my skills and internship experience in [Relevant Skills/Field] to your team.

During my internship at [Internship Company Name], I had the opportunity to [Briefly Describe Your Responsibilities/Achievements]. This experience honed my ability to [Mention Relevant Skills Developed], which I believe aligns well with the requirements of the [Job Title] role at [Company's Name]. Additionally, I [Explain Any Other Relevant Experience or Projects], further demonstrating my suitability for the position.

I am particularly drawn to [Company's Name] because [Mention Specific Reasons Related to the Company or Role]. I admire [Company's Values or Projects] and am excited about the opportunity to contribute to your team while continuing to grow my skills in [Your Field/Profession].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be in line with the goals of [Company's Name]. Please find my CV attached for more details on my experience.

Sincerely,
[Your Name]