

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],
Introduction
- State the position you are applying for.
- Briefly mention how you found out about the job opportunity.
Body Paragraph 1: Education
- Highlight your educational background.
- Mention any relevant coursework or projects.
Body Paragraph 2: Skills and Experience
- Discuss any internships, part-time work, or volunteer experience.
- Emphasize transferable skills relevant to the job.
Body Paragraph 3: Enthusiasm and Fit
- Express your enthusiasm for the position and the company.
- Mention why you are a good fit for the team.
Conclusion
- Thank the hiring manager for considering your application.
- Express your desire for an interview to discuss your application further.
Sincerely,
[Your Name]