

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

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

Dear [Employer's Name],

[Introduction: State the position you are applying for and how you found out about it. Mention your degree and university.]

[Body Paragraph 1: Highlight your relevant skills, experiences, and accomplishments related to the position. Use examples from internships, projects, or coursework.]

[Body Paragraph 2: Discuss your passion for the industry and the company, and how your goals align with their mission or values.]

[Closing Paragraph: Express your enthusiasm for the opportunity, thank the employer for their consideration, and indicate your desire for an interview.]

Sincerely,  
[Your Name]