

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

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

Dear [Recipient's Name],

I am writing to express my strong interest in the [specific job title] position at [Company/Organization Name] as advertised [where you found the job listing]. My academic background in [Your Degree/Field of Study] from [Your University/Institution] and my experience in [relevant experience] make me a well-suited candidate for this role.

During my time at [Your University/Institution], I [briefly describe relevant coursework, projects, or research related to the job]. This experience allowed me to develop [specific skills or knowledge relevant to the job], which I believe will contribute to [Company/Organization Name]'s goals in [specific way].

Furthermore, my internship at [Company/Organization or Relevant Position] provided me with hands-on experience in [describe relevant tasks or responsibilities]. I was able to [describe a key achievement or contribution], which honed my skills in [relevant skills related to the job you are applying for].

I am particularly drawn to [Company/Organization Name] because [reason related to the company's mission, values, or projects]. I admire [specific attribute or achievement of the company], and I am eager to contribute to your team with my [specific skills, traits, or experiences].

Thank you for considering my application. I look forward to the opportunity to discuss how my academic background and experiences align with the needs of your team at [Company/Organization Name].

Sincerely,
[Your Name]