

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position advertised on [Where You Found the Job Listing]. With my academic background in [Your Field of Study] and my enthusiasm for [Industry/Field], I am eager to contribute to [Company's Name] and further develop my skills in a [specific role or industry].

During my time at [Your University/Previous Job/Internship], I gained valuable experience in [related skills or experiences]. For example, [provide a brief example of a relevant experience or project]. This opportunity helped me develop [mention skills or competencies relevant to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects/values that appeals to you]. I admire [specific company trait or achievement], and I am excited about the possibility of being part of a team that [description of what the team does or accomplishes].

I am a motivated and fast learner, ready to embrace the challenges that come with the [Job Title] role. I believe my strong work ethic and passion for [specific field or industry] will make me a valuable addition to your team.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]