

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 summer job position at [Company's Name] as advertised [where you found the job listing]. I am currently a [Your Year, e.g., sophomore] at [Your School/University] studying [Your Major/Field of Study], and I am eager to gain practical experience in [related field or industry].

I am particularly drawn to [Company's Name] because of [specific reason relating to the company or its projects], and I believe that my skills in [mention relevant skills or experiences] would make me a valuable addition to your team.

Given my background in [related coursework or experiences], I am confident in my ability to contribute effectively while learning from your esteemed staff. I am enthusiastic about the opportunity to [mention specific tasks or projects of interest related to the job].

Enclosed is my resume that provides more details about my academic achievements and experiences. I would be thrilled to discuss my application further and am available at your convenience for an interview. Thank you for considering my application.

Sincerely,
[Your Name]