

[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 at [Company's Name] as advertised [where you found the job posting]. With a [your degree] in [your field of study] from [Your University] and relevant internship experience, I am eager to contribute my skills and learn from your esteemed team.

During my internship at [Previous Company/Organization], I successfully [mention a relevant achievement or responsibility], which has equipped me with a strong foundation in [relevant skills or knowledge]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or role], and I am excited about the opportunity to work on [mention any relevant projects or initiatives related to the role].

I am a quick learner, highly motivated, and passionate about [your industry or field]. I am looking forward to the possibility of discussing how I can contribute to your team and help achieve [Company's Name]'s goals. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]