

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

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or program] at [Company's Name] as advertised on [where you found the listing] and to submit my application for your consideration.

I am currently a student at [Your Institution] pursuing a degree in [Your Degree] and have developed strong skills in [relevant skills or experience]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects].

During my [previous experience or project], I [describe what you did, what you learned, and any results]. This experience has equipped me with the skills to effectively contribute to your team and align with [Company's Name]'s goals.

I am eager to bring my passion for [industry/field] and my commitment to [specific values or goals of the company] to [Company's Name]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]