

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 internship] at [Company's Name] as advertised on [where you found the job posting]. With my background in [your field of study or experience] and a passion for [related interests or company values], I am excited about the opportunity to contribute to your team.

In my previous experience at [Previous Company or Internship], I [describe a relevant responsibility or achievement]. This allowed me to [explain what you learned or the skills you developed], which I believe will be beneficial in [how it relates to the position you are applying for].

I am particularly drawn to [Company's Name] because [specific reason related to company values, projects, or reputation]. I admire [something specific about the company or its impact in the industry], and I am eager to bring my skills in [your skills related to the job] to help achieve [company's goals or projects].

Enclosed is my resume, which further details my qualifications. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]