

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Department/Office Name] that was advertised on [Where You Found the Job Posting]. As a current student at [Your University] majoring in [Your Major], I am eager to gain practical experience and contribute to [Department/Office Name].

In my studies and previous experiences, I have developed strong skills in [relevant skills]. For example, [briefly describe a relevant experience or project]. I believe these skills will allow me to effectively support the team and contribute positively to the [Department/Office Name].

I am particularly drawn to this position because [mention specific reasons related to the job or department]. I am excited about the possibility of working alongside talented individuals and contributing to [mention any specific initiatives or goals].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Department/Office Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]