

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Year of Study, e.g., junior] student at [Your Institution] pursuing a degree in [Your Major]. I am writing to express my interest in [specific position, internship, or opportunity] at [Company/Organization Name] and to highlight how my skills and experiences align with your team's goals. Throughout my academic career, I have gained valuable skills such as [list relevant skills] that I believe will contribute positively to your organization. In [specific experiences, courses, or projects], I had the opportunity to [describe what you did, and what you learned or accomplished].

I am particularly drawn to [Company/Organization Name] because [specific reasons related to the company or its projects]. I admire [something specific about the company, e.g., its mission, culture, values], and I am eager to bring my [skills/experiences] to your team.

I would be grateful for the opportunity to further discuss how I can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of becoming part of your esteemed organization.

Sincerely,

[Your Name]
[Your Major/Program]
[Your Institution]