

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer'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]. As a current student at Western Governors University pursuing a degree in [Your Degree Program], I have developed a strong foundation in [relevant skills or knowledge].

Throughout my studies, I have [mention any relevant projects, experiences, or skills]. This experience has equipped me with the ability to [description of how your skills apply to the job].

I am particularly drawn to this position because [explain why you are interested in this company or role]. I believe my background in [specific area related to the job] complements your team's goals, and I am excited about the opportunity to contribute to [Company's Name].

Enclosed is my resume, which further outlines my qualifications. I would appreciate the opportunity to discuss how my skills and experiences 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] and am eager to provide any further information needed.

Sincerely,
[Your Name]