

[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 hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., "third-year"] student at [Your Institution/University] studying [Your Field of Study]. I am writing to express my interest in pursuing a work experience opportunity at [Company's Name] in [specific department or area, if applicable] during [specific timeframe, e.g., "the summer of 2023"].

I am particularly drawn to [Company's Name] because [mention specific reasons related to the company, such as values, projects, or innovations]. I believe that my skills in [mention relevant skills or experiences] align well with the goals of your team, and I am eager to contribute while gaining valuable insights into the [industry/field]. I am available for [mention availability, e.g., "full-time or part-time work"] and would love the opportunity to discuss how I can assist your team during my time with [Company's Name]. Please find my attached resume for your consideration.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and hope to hear from you soon.

Sincerely,  
[Your Name]