

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 work experience opportunity at [Company's Name] as advertised [mention where you found the opportunity].

I am a [Your Current Position/Status, e.g., student at XYZ University studying ABC] with a keen interest in [relevant field or industry]. Throughout my academic career, I have developed [mention relevant skills or experiences related to the position]. I believe that gaining work experience at [Company's Name] will allow me to apply my knowledge in a practical setting and further develop my skills.

I am particularly drawn to [specific aspect of the company or its projects] and I admire [something about the company's culture or mission]. I am eager to contribute to your team and learn from the expertise of your employees.

I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]