

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., second-year student] studying [Your Major] at [Your University]. I am writing to express my interest in obtaining work experience at [Company Name] in the [specific department or position] during [specific time frame, e.g., summer 2024].

I have always admired [Company Name] for [specific reason related to the company, e.g., its innovative approach to technology, commitment to sustainability]. With the skills and knowledge I have gained through my studies and previous experiences, I am eager to contribute to your team while further developing my professional capabilities.

Throughout my academic journey, I have acquired skills in [specific skills or tools relevant to the position] and have participated in [relevant projects, internships, or extracurricular activities]. I believe that an opportunity at [Company Name] would not only allow me to apply my knowledge but also to learn from industry leaders and gain invaluable insights into the field.

I am particularly interested in [specific projects, values, or initiatives of the company] and would love to explore how I can assist your team in achieving its goals. 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 proposal. I look forward to the possibility of contributing to [Company Name] and hope to hear from you soon.

Sincerely,

[Your Name]

[Your LinkedIn Profile URL, if applicable]