

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title or Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and state the purpose of the letter.]
[Body paragraph 1: Provide relevant details about your background, education, and experiences.]
[Body paragraph 2: Explain how these experiences relate to the position/opportunity you are seeking.]
[Closing paragraph: Thank the recipient for their time, express your interest, and provide follow-up information.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Student ID (if applicable)]