

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 listed at [Company's Name] as advertised on [where you found the job listing]. With my academic background in [Your Degree or Field of Study] and relevant experience from [internships, coursework, volunteer work, etc.], I believe I am a strong candidate for this role.

During my time at [Your University/College], I developed skills in [mention relevant skills or experiences]. I am particularly drawn to this position because [mention what excites you about the role or company]. I am eager to contribute my [specific skills or qualities] to the [team or project] at [Company's Name].

I am confident that my [mention any relevant soft skills or traits] will allow me to excel in the [Job Title] role. I look forward to the opportunity to further discuss how my background, skills, and enthusiasm for [industry or sector] can be aligned with the goals of [Company's Name].

Thank you for considering my application. I hope to discuss my application with you further.

Sincerely,
[Your Name]