**Your Name in 14-20 Point Font, Bold**

Name • Professional Email Address • City, State, Zip • LinkedIn Profile URL

*Month Day, 20XX*

*Name of Hiring Manager or Department*

*Their official title (if known)*

*Company/Organization*

Dear *Hiring Manager*:

I am interested in applying for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position recently advertised at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The skills I have developed from my work experience and academic background support my strong interest in a \_\_\_\_\_\_\_\_ career.

The internship/job I had with \_\_\_\_\_\_\_\_\_\_\_ provided an opportunity for me to gain practical experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, I have worked as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, learning first-hand how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have been formally commended by the management several times, being named “Employee of the Month.” *(provide your own example)*

I welcome the opportunity to discuss my interest and qualifications with you regarding the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position. If you have any questions, please feel free to contact me at *(xxx) xxx-xxxx* or *student@email.com.* Thank you for considering me for this position.

Sincerely,

Your Handwritten Signature

*Your Name*