# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]. Armed with a [Your Degree] from [Your University] and a wealth of hands-on experiences from internships and volunteer work, I am eager to bring my enthusiasm, dedication, and hard work to the [Company's Name] team.

Through my educational journey, I have acquired a diverse array of skills including [List a few key skills you possess]. Additionally, my experiences as a [Your Previous Role] at [Your Previous Company/Organization] has refined my abilities in [Key aspects you have worked on, e.g., communication, problem-solving, project management], and enhanced my understanding of [Industry or Sector], preparing me well for the challenges of the [Job Title] position.

I have also earned certifications such as [List Your Certifications], which, paired with my practical knowledge, make me a well-rounded candidate, ready to make meaningful contributions to your team. In each role I have undertaken, I have embraced opportunities to enhance organizational success, drive improvement, and deliver value.

Enclosed is my resume that further outlines my qualifications. I am looking forward to the opportunity of discussing my application with you further at your earliest convenience.

Thank you very much for considering my application.

Sincerely,

[Your Name]