[YOUR NAME]

[YOUR ADDRESS]

[YOUR EMAIL]

[YOUR PHONE NUMBER]

[COMPANY NAME]

[RECIPIENT’S NAME – IF KNOWN]

[RECIPIENT’S TITLE – IF KNOWN]

[COMPANY ADDRESS]

[DATE]

Re: Application for [JOB TITLE] position

Dear [NAME; ADDRESS AS “HELLO” IF NAME IS UNKNOWN],

I was very excited to learn of your opening for [JOB TITLE] through [WHERE YOU HEARD ABOUT OPPORTUNITY]. I am a motivated and dedicated student with the confidence to be an exceptional employee. As such, I’d love to apply for this position.

I have the skills and knowledge necessary to conduct myself in a professional manner in the business world. I’m an effective communicator, and am well-versed in time management and organization skills. I know that my abilities and confidence will help me to provide excellent service to your clients and customers.

I have attached my resume for your review and consideration. While I’m aware you receive many applications, I would like the opportunity to meet in person to outline why I am the best candidate for this position. I may be reached at [PHONE NUMBER]. Thank you in advance for your time.

Sincerely,

Your name