

[Your Full Name]

[Phone Number] | [University Email Address] | [LinkedIn Profile URL]

[Current Address / City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager],

Introduction: State the specific position you are applying for and how you learned about the opening (e.g., University Career Portal, Campus Career Fair, or Networking Event). Briefly mention your current major and expected graduation date at [University Name].

The "Why Them": Demonstrate your research into the company. Explain why you are interested in this specific organization and how their mission or recent projects align with your career goals. Show enthusiasm for the industry.

The "Why You": Connect your academic background, internships, or relevant coursework to the job description. Highlight 2-3 key achievements or technical skills. Use specific examples (e.g., "Through my Senior Capstone project, I developed skills in...") to prove you can add value to their team.

The "Soft Skills": Mention leadership roles in campus organizations, volunteer work, or collaborative projects. Emphasize your ability to learn quickly, work in teams, and adapt to a professional environment.

Closing: Reiterate your interest in the position. Mention your availability for an interview and thank the reader for their time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]