

[Your Full Name]

[Portfolio URL / LinkedIn Profile]

[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Month Day, Year]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

Re: [Job Title / Reference Number]

[Introductory Paragraph: State the position you are applying for, how you heard about it, and a brief statement on why you are interested in this specific organization.]

[Body Paragraph 1: Highlight your educational background and technical skills developed through your university coursework. Connect your academic achievements to the requirements listed in the job description.]

[Body Paragraph 2: Describe specific projects, internships, or professional experiences. Use the STAR method (Situation, Task, Action, Result) to demonstrate your impact and value.]

[Body Paragraph 3: Explain your "culture fit" and soft skills. Mention how your goals align with the company mission and what unique perspective you bring to the team.]

[Closing Paragraph: Reiterate your enthusiasm. State your desire for an interview and mention any enclosed documents or portfolio links. Thank the reader for their time and consideration.]

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]