

[FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager Name or "Search Committee"],

[Introduction: State the specific position you are applying for and how you learned about the opening. Briefly mention your current academic status-e.g., Junior Physics major at XYZ University-and provide a high-level thesis statement on why your technical background aligns with the company's mission.]

[Technical Expertise & Projects: Highlight specific STEM competencies. Discuss a significant laboratory project, coding repository, or research finding. Mention specific tools, languages, or methodologies used (e.g., Python, CAD, CRISPR, MATLAB, or statistical analysis). Focus on quantifiable results and problem-solving capabilities.]

[Professional Experience & Soft Skills: Connect your previous internships, work-study, or volunteer roles to the job requirements. Demonstrate how you translate complex technical concepts for non-technical stakeholders. Highlight teamwork in a sprint environment or leadership in a student organization.]

[Conclusion: Reiterate your enthusiasm for the role and the company's specific innovation or impact in the STEM field. Mention your attached resume/portfolio and express your desire for an interview.]

Sincerely,

[Your Signature]

[Your Typed Name]