

[FULL NAME]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio/Website Link]

[Date]

[Hiring Manager Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

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

**RE: [JOB TITLE] - [REFERENCE NUMBER, IF APPLICABLE]**

**Introduction:** State the specific position you are applying for and how you learned of the opening. If you have a personal contact or recruiter at the university network, mention them here. Briefly state why you are interested in this specific organization and how your recent academic background aligns with their mission.

**Academic & Skill Alignment:** As a recent graduate of [University Name] with a degree in [Degree Field], describe how your coursework and specialized projects have prepared you for this role. Highlight 2-3 specific technical skills or soft skills (e.g., research, analysis, communication) that directly match the job description requirements.

**Experience & Impact:** Detail relevant internships, part-time jobs, or volunteer leadership roles. Focus on quantifiable achievements rather than just duties. Use action verbs to describe how you solved problems or contributed to team goals during your time as a student professional.

**Closing:** Reiterate your enthusiasm for the opportunity and your commitment to contributing to [Company Name]. Mention that your resume is attached and express your desire for an interview. Thank the reader for their time and consideration.

Sincerely,

[Full Name]