

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]
[Current City, Country]

[Date]
[Hiring Manager Name/Admissions Officer]
[Department/Program Name]
[Organization/University Name]
[City, Country]

Dear [Name or "Hiring Committee"],

Introduction: I am writing to express my enthusiastic interest in the [Position Title] through the [Study Abroad Program Name] in [City, Country]. As a [Year] student majoring in [Major] at [Home University], I am eager to apply my academic background to a global professional environment.

Academic & Professional Background: During my studies, I have developed strong skills in [Skill 1] and [Skill 2]. My previous experience at [Past Company/Organization] allowed me to [Briefly describe a specific achievement]. I am particularly drawn to [Organization Name] because of your recent work in [Industry Trend or Specific Project].

Cultural Adaptability: Interning abroad is a deliberate choice to challenge my cross-cultural communication skills. I am prepared to adapt to the professional etiquette of [Host Country] and contribute a unique global perspective to your team. My goal is to bridge the gap between [Your Home Culture/Market] and [Host Culture/Market].

Closing: Thank you for considering my application. I have attached my resume and academic transcripts for your review. I look forward to the possibility of discussing how my background and international ambitions align with the goals of [Organization Name].

Sincerely,

[Your Signature/Typed Name]