\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Phone Number or Email]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Company]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Address]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Phone Number or Email]  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient Name],

My name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name], and I am a (Check one) ☐ recent graduate from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [College Name] with a degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Major] ☐ dedicated professional with \_\_\_\_\_\_ years of experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Industry or Field]. I am writing to express my interest in exploring potential opportunities that may arise at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name].  
  
During my tenure at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [College/Company Name], I was involved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Key Project or Task]. Subsequently, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result or Outcome]. Through this valuable experience, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Expertise or Skills Acquired], which are vital to my career development.

Furthermore, I contributed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Key Project or Task]. Following this, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result or Outcome]. From this endeavor, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Expertise or Skills Acquired]—skills I am eager to leverage at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name].  
  
Additionally, I was committed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Achievement or Responsibility]. As a result of this initiative, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result or Outcome]. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Skills or Expertise Acquired] in the course of this engagement, and I am excited to utilize them in future projects and tasks.  
  
In the course of this engagement, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Skills or Expertise Acquired], which I am excited to utilize in future projects and tasks.  
  
Thank you for considering my expression of interest. I am confident that my background and skills will make me a valuable addition to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name]. I am looking forward to working with your team together to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Mission/Value].  
  
I have attached my resume for your review. Please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Email] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Phone Number] should you have any questions or if you wish to discuss my application in more detail.  
  
Warm regards,  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_