STUDENT NAME

New York, NY 10038 | (212) 123 - 3214 | studentname@pace.edu | LinkedIn URL

Date

Human Resources Professional Name, Director of Human Resources
Company Name
Company Address
City, State Zip Code

RE: Position Title

Dear Mr. Last Name,

Please accept this letter as my demonstration of interest in the [Position Title]. As someone who [specific interest in the company or alignment with company values/mission/goals], this position interests me deeply because it [how the position aligns with skills and experience]. What excites me most about this position is the ability to learn [what you expect to learn or how you expect the position to help you advance toward career goals].

Currently, I am in [Degree Title] with a major in [Major(s)] and have an anticipated graduation date of [Month YYYY]. I am an emerging [Desired Job Role] who thrives when [activities you particularly enjoy in academic or professional projects]. Here are some additional ways my skills and experience align with the needs of the position. I am comfortable [pull required skills from job description]. In my previous role as a [Position title] at [Company name] / academic project, I [describe your responsibilities and activities that demonstrate your skills].

Beyond my resume, here is something else I would like you to know about me in consideration for the position. I have [describe your passion for the field / what makes you interested in pursuing this career path / or extracurricular activities that demonstrate transferable skills, such as leadership, collaboration, or organization. I am excited about this opportunity to blend my interests in [activities you enjoy in your field]. I look forward to meeting with you to discuss my qualifications and interests further. Thank you very much for your time and consideration.

Sincerely,

Student Name