NAME

City, State Zip Code | Email | Phone Number | LinkedIn

Month Date, Year

Addressee, Title
Company Name
Company Address
City, State Zip Code

Re: Position Title

Dear Addressee,

When I heard about the [POSITION] role, as advertised on [where did you find the position], I was [adjective that reflects excitement]. I am currently in my [school level] pursuing my [degree type] in [concentration] at Pace University's [specific school]. Throughout my [academic, professional, or both] career, I have developed [specific skills from the job description that support position's responsibilities] that will allow me to successfully undertake the [position's] responsibilities.

[Academic Project Experience]
Throughout my academic experience, I have had multiple opportunities to develop my [technical skill as it relates to the job description]. During my [course name] course, I [worked on or collaborated in a team of … on] a project to [purpose of project]. I was responsible for [highlight 1-2 specific items that you were responsible for that relate to the job's responsibilities]. Using [list specific technical tools used – specifically from the job description], I was able to [what action did you take with these tools]. This allowed [what was the result of the action you took]. This experience will allow me to effectively [list the corresponding job responsibility as it relates to this experience]. Additionally, I worked on another project that allowed me to… [repeat the structure from above if needed].

[Internship/Professional Experience]
Through my professional experience, I had the opportunity to hone my [technical skill as it relates to the job description]. As a [former or current] [intern/position title] with [company name], I support [what is the position's impact] through [list 1-2 specific tasks that relate to the job's responsibilities]. During one particular [project, task], I was responsible for [what were you tasked with]. I [implemented, deployed, any other strong action verb] [technical skill/tool] to [what did you use this technical tool to do]. As a result, [what was the outcome of you taking that action]. This has prepared me to [list the corresponding job responsibility as it relates to this experience].

[Activities, Leadership Experience]
During my [when was this experience – undergraduate, high school], I had the opportunity to [participate in, work on, serve as] a [what role did you have, or where did you participate]. Through this experience, I was responsible for [what were your assignments/tasks]. I [what action did you take, and what skills did you use], allowing me to [what was the outcome]. This experience allowed me to develop my [skill relevant to the position] and would enable me to successfully [position responsibility as listed in the job description].

I have always been passionate about [list 1-2 values or items from the company's mission statement] and envision myself contributing my talent to the furthering of [company goal]. I would love to discuss my interest in this position with your team and can be reached at [phone number] or [email]. Thank you for your time and consideration, I look forward to connecting!

Sincerely,

Your Name