

Use your resume header for your cover letter header

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name/Hiring Team],

Please consider me for the [specific role] position at [Company Name], as advertised on [where you found the job posting, or describe how you found out about the position]. With a strong foundation in [relevant field/industry], coupled with my recent experience in [specific relevant experience or internship], I am excited about the opportunity to contribute to [Company Name]'s mission and growth.

I recently graduated from [Your University] with a degree in [Your Degree/Major]. During my time at [Your University], I developed a strong background in [relevant skills or knowledge pertinent to the job]. My coursework and projects, such as [mention a specific project or coursework], have equipped me with the [industry-specific] skills necessary for this role.

In my recent position at [Your Previous Job/Internship], I was responsible for [briefly describe your duties and achievements]. This experience honed my abilities in [specific skills related to the job], which I am confident will positively contribute to the [specific role] position at [Company Name]. One of my key achievements was [mention a key achievement], which demonstrates my capability to [indicate applicability to job-specific tasks].

I am particularly drawn to [Company Name] because of [mention something specific about the company that you admire or align with]. I am excited about the prospect of bringing my background in [your relevant skills or experience] to your team.

Thank you for considering my application. I look forward to the opportunity to contribute to [Company Name] and am excited about the possibility of working with such a talented and dynamic team.

Sincerely,

[Your Name]