

Cover Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Name]

[Hiring Manager's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Mr./Ms./Mrs. [Manager's Last Name],

I am writing to express my interest in the [desired position] recently advertised on [website name]. Having thoroughly researched your company's values and objectives, I am excited about the opportunity to contribute to your team and grow both personally and professionally within your organization.

I recently graduated with a [degree name] from [university name], where I gained a solid foundation in [relevant courses]. Throughout my academic journey, I maintained an exemplary academic record, achieving a [percentage or GPA], and was consistently recognized for my dedication and hard work, ranking [mention your rank, if any] among a class of [mention the approximate number of students].

During my studies, I concentrated on honing my skills in [mention first area of interest], [mention second area of interest], and [mention third area of interest]. My focused approach enabled me to excel in [mention university project completed], a project that not only showcased my technical abilities but also secured me a coveted internship at [mention internship company], where I was ranked [mention rank obtained due to the project] overall.

I am particularly drawn to the [company name] for its commitment to [mention a specific aspect of the company's mission or values]. I am eager to bring my passion for [mention relevant skill or interest] to your team and contribute to [mention a specific goal or project relevant to the position].

I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. I have enclosed my resume for your review and would be grateful for the chance to further discuss my qualifications in an interview. I can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for considering my application. I look forward to the possibility of joining [company name] and contributing to its success.

Sincerely,

[Your Name]