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Dear [Mr./Ms (last name, if you know the recruiter's name)]:
or "To whom it may concern:"

~~Hi there!~~

should use more proper words

the ages doesn't matter actually

where? the institution

demonstrate where you
see the job ad. (or job
codes if it has)

I am a media savvy 23-yo graduate with a degree in CompSci. I am applying for the job of Software Developer/Report Writer at Anytown AI Solutions, which I saw posted on Indeed the other day.

~~Since I was a little boy in kindergarten I have dreamed of working as an Software Developer. As I learned what an amazing thing it was to develop software, I set my heart on reaching that goal. My high school yearbook entry actually reads "Voted Most Likely To Become A Software Developer"!~~

demonstrate your skills rather than just
claiming you can do that

? Seriously, I would be excellent at this job. I have a real flair for computers, and would be able to write code for your products very easily - I've played around with the beta version of Oosh, so I know what it can do. I'm also great at writing, and would be able to handle writing reports for stakeholders, no problem.

As you can see, I have a real sense of humor, and my happy, friendly personality would be a real advantage in the workplace. I see from your job ad that you want someone who is fully fluent in Spanish, and as it turns out, I can speak and understand Spanish well. ~~(Written, not so much.) In the same way, I know what you're thinking: "This guy doesn't actually have any experience yet!" Well, it's true. But I am always enthusiastic, and willing to learn, if you just give me the chance.~~

Hoping to hear good things from you soon!

~~Best~~, Leonard Smith

Sincerely

do not show your
weakness

no begging language