

Cover Letter

Dear Mr./Ms./Mrs. (Hiring Manager's Name),

I am writing this letter to you regarding the (desired position) that has recently opened up in your company. I came across this position on (website name) and was pleasantly surprised to find that I have all the required qualifications for this job.

I have studied (degree name) from (university name). During my time there I had taken up courses related to (insert three to four relevant courses that you have taken at the university). Currently, I hold a total (percentage or GPA) and have been a good student the entire term of my study in the University. I have also been ranked (mention your rank in class, if any) in a class of (mention the approximate number of students).

While attending classes, I focused my attention towards the following areas:

- 1.(mention first area of interest)
- 2.(mention second area of interest)
- 3.(mention third area of interest)

My focused study helped me develop (university project that you have completed). It has helped me secure a prominent internship in (mention internship company) and I was placed (mention rank obtained due to the project) overall.

I would be grateful to have an interview session with you. Please have a look at the resume that I have enclosed with this letter as per your convenience. I have provided my email id and contact number should you be interested in knowing more things about me.

Yours sincerely,

Adarsh Balak