Dear {{company\_name}} {{division}} Team,

My name is \_\_\_\_, and I am a \_\_\_\_ studying \_\_\_\_. With the utmost enthusiasm, I am expressing my interest & passion for the {{position\_name}} position at {{company\_name}}. As a constant learner, and leadership-driven employee, my versatile skills and qualifications will be an asset to the team.

As you will find from my resume, I have a wide range of expertise in several jobs. From my experience at \_\_\_\_ to my time at \_\_\_\_, I aim to advance my career by using my leadership abilities and drive to pursue more learning in the \_\_\_\_ field.

As a prospective employee, I can immediately bring the following qualities to the team:

**Point 1:**

**Point 2:**

While my resume summarizes my experiences, I hope to share how I can bring value to your company.

Sincerely,