




# [ Your Name ]

## [ Your Major ] Student

 xxxxxx@gmail.com

 +91 xxxxxxxxxx

 username

 City , Country

To :  
Hiring Manager's Name (if known)  
Job Title  
Company Name  
Company Address

Dear [Hiring Manager's Name] (if known)  
Dear Hiring Manager (if not known)

- Grab the reader's attention with a strong opening line.
- State the job title and where you saw the posting.
- Briefly express your enthusiasm for the position and the company.

// example : I am writing to express my enthusiastic interest in the Marketing Manager position at [Company Name], as advertised on [Platform where you saw the job posting]. Having closely followed [Company Name]'s innovative approach to [Company's area of expertise] for several years, I am particularly excited by the opportunity to contribute my marketing expertise to a company I deeply admire.

### [Choose ONE of the following options to tailor the second sentence:]

- **Option 1 (If you have relevant coursework):** My coursework in [Relevant Course 1], [Relevant Course 2], and [Relevant Course 3] has provided me with a strong foundation in [Relevant Skills 1, 2, and 3], which I believe would be valuable assets in this role.
- **Option 2 (If you have relevant projects):** I have actively sought opportunities to apply my academic knowledge through [Relevant Project 1] and [Relevant Project 2], where I successfully [Describe brief achievements].
- **Option 3 (If you have relevant skills from other experiences):** Through [Relevant Experience 1] and [Relevant Experience 2], I have developed strong [Relevant Skills 1, 2, and 3] and a proven ability to [Describe relevant skills in action].

I am particularly drawn to [Company Name]'s [Mention something specific about the company that interests you, e.g., innovative work in [field], commitment to [value], company culture]. I am confident that this internship would provide me with invaluable hands-on experience and allow me to contribute to [Company Name]'s success while I further develop my professional skills.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further in an interview.

Sincerely,  
[Your Name]  
[Your Handwritten Signature]