



# [ Your Name ]


## [ Your Major ] Student

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 xxxxxxgmail.com

 +91 xxxxxxxxxx

 username

 City , Country

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To :

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my keen interest in the [Job Title] position at [Company Name], as advertised on [Platform where you saw the posting]. With [Number] years of experience in [Your Field] and a proven track record of success in [Mention 1-2 key achievements], I am confident I possess the skills and expertise to significantly contribute to your team's objectives.

In my previous role as [Your Previous Role] at [Your Previous Company], I was responsible for [List 2-3 key responsibilities]. I consistently exceeded expectations by [Quantifiable achievement 1] and [Quantifiable achievement 2]. My expertise in [List 2-3 key skills] has enabled me to [Describe how these skills have benefited previous employers].

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 eager to leverage my experience and contribute to a dynamic and results-oriented environment where I can further develop my professional skills and make a meaningful impact.

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 Typed Name]

[Your Handwritten Signature]