[Your Name

Your address

Your e-mail (.edu if possible or “professional” gmail)]

[Person who the letter is asked to be addressed to

Their address]

RE: [What you’re applying for]

Dear [Person who the letter is asked to be addressed to],

It is with much pleasure that I submit my application for [what you’re applying for] at [place you’re applying]. I am particularly interested in the [the opportunity you’re applying for] because of [unique thing about the opportunity and/or what makes you a great applicant].

At present, I am [what you are doing and how you are specifically preparing for opportunity]. [Give 1 or 2 brief examples on what makes you a great candidate, show, don’t tell].

Thank you for your time and consideration. Please contact me if there is anything else I need to provide. I look forward to speaking with you further in the future.

Sincerely,

[electronic signature here]

[Your name]

Enc:

* Itemized list of materials enclosed