

<YOUR ADDRESS>

October 27, 2016

<COMPANY ADDRESS>

Dear <HIRING DIRECTOR NAME>,

I am interested in <WORKING/INTERNING> at <COMPANY>'s <DEPARTMENT> as a(n) <JOB TITLE>. After hearing about this opportunity from <JOB LISTING SITE> I feel I would be a good fit for this position. Using the knowledge and skills I have acquired in my <DEGREE PROGRAM> combined with my technical abilities I believe I can provide significant value to <COMPANY> while providing me invaluable experience to <PREPARE FOR OR FURTHER CAREER>.

<RELEVANT LIFE STORY>

In own projects, my coursework, work as a <PREVIOUS JOB TITLE> I have applied knowledge of <SUBJECT MATTER>. <LIST OF SMART SOUNDING SKILLS AND TOOLS>. Combining these tools with my interests in <FIELD> issues, I hope to help the <DEPARTMENT> answer questions about the <SUBJECT> behind <FIELD> projects.

Thank you for taking the time to review my application. I look forwarding to hearing from you.

Sincerely,

<YOUR NAME HERE>