

Your Name

Address

Address

Phone Number

Name of the person/people doing the hiring (if Known)

Their title

Name of the Company

Company Address

Company Address

Dear Hiring Team (or Name of Person)

I am pleased to see your opening for **TITLE OF POSITION** in **WHERE YOU HEARD ABOUT THE JOB** and I am interested in applying for the position. Currently, I am a student at **NAME OF SCHOOL** and would be available to work **DAYS OF WEEK AND TMS OF DAY YOU ARE ABLE TO WORK.**

WRITE 2 - 3 SENTENCES ABOUT WHY YOU WANT TO WORK AT THAT COMPANY. I believe my **PERSONALITY TRAIT** and my **SKILL SET** would make me a valuable member of your team.

I have attached my resume and can be reached at **YOUR PHONE NUMBER AND EMAIL ADDRESS.** I look forward to hearing back from you.

Thank you for your time and consideration.

Sincerely,

YOUR NAME

SIGNATURE