

Good Morning/Afternoon/Evening Mr. Copeland,

My name is FNAME LNAME and I am writing to declare my interest in becoming a part of COMPANY. I am seeking a position for this upcoming SEMESTER YEAR and feel I have the job duties suited to substantially and positively contribute to and assist in achieving COMPANY's mission and goals.

COMPANY's clientele and projects interest me because of my interest in SPECIFIC INTERESTS AND RESONS HERE. I feel a position here will allow me to utilize and improve upon the skills I have attained through my collegiate and professional career. My proficiency and skill sets, as detailed on my resume, in the INDUSTRY TYPE industry will allow me to increase productivity and possibly introduce new, industrious ideas at COMPANY. Furthermore, I believe this potential position will allow me to grow professionally and help me achieve my career goals of CAREER ASPIRATIONS through the example and exposure of your procedures and actions.

I have attached *(use "enclosed" if sending a hard copy letter)* my resume for your perusal and am flexible to meet with you to further discuss the potential of my joining COMPANY. I will be contacting you in the near future to confirm my resume has been received and to discuss the possibility of meeting face-to-face.

Thank you for your time and consideration on my behalf.

Sincerely,

INSERT ELECTRONIC SIGNATURE HERE *(if desired)*

YOUR NAME
ADDRESS
CITY, STATE, ZIP
PHONE
EMAIL