

Your Name  
Return Address

(Today's Date)

Name of reader (Mr. John Smith)  
Company Name  
Company Address

Dear Hiring Manager (If you do not know who you are sending to):

I am writing to express my interest in applying for (blank position) at (blank) as advertised on (blank i.e. LinkedIn, Indeed, Company Website). I am a student at The University of Scranton majoring in (blank) with a minor in (blank). I am scheduled to graduate (blank i.e. May of 2022). Over the years, I have acquired many skills to effectively perform in this position and would like to discuss this opportunity further.

Through my experience I have learned many skills that make me a distinguished candidate for this position. One quality is teamwork. By working in groups, I have learned that the best results come when putting multiple minds together. Being able to work with others sets the tone for a successful workplace. This skill has allowed me the capability to contribute a clear message across a group of team members. Another quality I possess is leadership. I learned how to be a leader through my previous work experience in (blank) and group projects. Being a leader has shown me how to take responsibility in a situation. For example, by taking control in a school project, I delegated tasks and chose the route to complete the project. Additionally, I have acquired communication skills that will lead me to be successful in this position. Being open and giving your opinion is important in a workplace to foster growth within the company. Communication skills are important to better understand the goals and demands of your fellow employees.

I am confident I can perform the skills needed to prosper in this position. I believe I will be an asset to your company by bringing these skills with me and further developing them. Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Your Name  
Your Phone Number  
Your Email