name

address

email

phone

date

Organization applying too

Dear

I am writing to express my interest in the **Position** recently advertised at the ? Upon review of the advertised job description, I am confident that my talents are appropriately suited for this opportunity.

For over **a year?** I have been (**work or intern experience**) which requires organizational skills, time management abilities, and high levels of accountability. As a student, I have learned to be a more effective listener and how to work with a diverse student population. These skills are **etc………?**

I would appreciate the opportunity to meet with you to further discuss how my qualifications and skills can best be utilized at your firm. I bring dedication and a positive attitude toward all I do. Thank you in advance for your time and consideration.

Sincerely,

Your Name

**Enclosure**