

## Name

Town, State Zip Code

[name@farmingdale.edu](mailto:name@farmingdale.edu) • 123-456-7890

LinkedIn.com/in/firstlast

[Date]

Re: [Position Title]

Dear [Mr./Ms. Last Name or Hiring Manager]:

I am writing to express my interest in the [position title] position with [company name], which I discovered through [job board or contact]. As a [class level] student at Farmingdale State College, currently pursuing a B.S. Degree in [degree program], I am eager to apply my education and relevant skills in a professional setting.

After researching [company name], I was impressed by [mention specific details about the company, such as a recent project, company values, mission or industry recognition]. [Your commitment to those values aligns with my professional interests OR The focus and impact of that project align with my professional interests], and I am excited about the opportunity to contribute to your team.

Through my coursework and [involvement in student organizations, part-time work, volunteer activities, extracurricular involvement], I have developed skills in [mention relevant skills or experiences. Example: For example, during my Advertising Management class, I worked with a team to create a comprehensive marketing plan for a start-up company. This experience strengthened my creativity, communication and teamwork abilities] – skills I am eager to bring to your [department name] team.

I am confident that my academic background and passion for [relevant industry/field] will enable me to contribute meaningfully to [company name]'s success. I would welcome the opportunity to further discuss how my skills and experience align with your needs and to offer more insight into my qualifications in an interview. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Name]