*(Make sure your header, formatting, and font match your resume).*

Date

Name of Contact person

His/Her Title

Organization Name

Street Address

City, State, Zip

Dear Contact Person (Mr./Mrs./Ms. And last name):

(*If a contact name is not listed, call the organization to ask for the appropriate contact. If you cannot locate a specific individual, address your letter to Members of the Search Committee or Human Resources Director)*

I am writing to express my interest in the [position] at [Company Name] as advertised on [Job Board/Company Website]. With a solid educational foundation and a passion for [relevant industry or field], I am eager to contribute my skills and enthusiasm to your dynamic organization.

As a recent graduate from St. Johns River State College, I have acquired a strong knowledge base in [relevant skills or areas of expertise]. Throughout my academic journey, I have consistently demonstrated my ability to adapt quickly, think critically, and collaborate effectively with diverse teams. I am confident that these qualities, coupled with my strong work ethic, make me an ideal candidate for this role.

I have gained hands-on experience through internships and coursework that have equipped me with a solid foundation in [specific skills]. I am adept at [mention specific tasks relevant to the job] and I am excited to apply my knowledge in a practical setting. During my academic projects and extracurricular activities, I have consistently demonstrated my ability to work collaboratively. I believe in open communication, active listening, and leveraging diverse perspectives to achieve shared goals. My strong interpersonal skills will enable me to contribute positively to your team dynamic.

I am impressed by [Company Name]’s commitment to [specific values or achievement], as well as your reputation for fostering a supportive and inclusive work environment. I believe that my dedication, enthusiasm, and willingness to take on new challenges align perfectly with your organization’s vision and values.

Enclosed you will find my resume which provides further details of my education, skills, and experience. I would welcome the opportunity to discuss how my qualifications align with your needs and how I can contribute to the success of [Company Name]. I look forward to discussing my candidacy further. I can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application for the [position].

Sincerely,

[Your Name]