**COVER LETTER**

*Date*

*Mr./Ms./Dr. First Name Last Name*

*Title*

*Name of Organization*

*Adress*

*City, Zip Code*

*E - Mail*

Dear Mister John Smith,

I am excited to be writing to you to apply for **[…]** because I am confident that my skills would make me a strong candidate for this role.

I have recently graduated from the **[…]** with a degree in **[…]**. My university course covered many topics but I am particularly keen on **[….]** and I would like to build my work career in this field.

Last summer, I worked as an intern at **[…]** to turn theory into practice. During this Internship, I dealt with **[…]** and I have developed some important skills such as **[…]**

I am very interested in **[…]** and I think your company is **[…].** This is why I believe that my skills and enthusiasm would help your company to achieve your future objectives and it would be an important step for my career and a positive addition for your team.

Thank you for your time and consideration.

Yours sincerely,

*Your Name*

*Your Street Address*

*City, Zip Code*

*Telephone Number*

*Email Address*