

TEMPLATE COVER LETTER

[Insert Name, Contact Number and Email Address]

[Insert name of company
Address
Attention:]

Dear Sirs,

I am writing to apply for [position at company]. I am currently [year] student at [institution] undertaking [degree]. I believe that my passion in [industry], qualifications and leadership experience makes me a strong candidate and a good fit for your company.

[Company] is a market leader in [industry/sector]. I am particularly interested in [Company/ specific department] because [overarching reason]. In particular, [specific reason such as having spoken to representatives at event, notable deals the company has concluded recently, firm culture/working environment].

My current GPA [insert indicator of grades / academic awards / deans list] demonstrates my strong academic foundation. I am driven to excel and have excellent time management skills, which have been enhanced through [participating/winning competition(s), teaching assistant positions, tutoring experience etc.].

Through my [various internship experience(s) at compan(ies)], I have honed my [specific skill-sets e.g. leadership skills, interpersonal skills etc.]. Additionally, I have also [insert other key accomplishments which shows the Employer that you possess the specific requirements of the advertised role].

Outside of school, I am also actively involved in giving back to the community. [Insert personal touch about yourself (including interests outside of school and/or other skills and proficiencies that you have which are related to the job). The goal is to demonstrate that you are a well-rounded individual, and can benefit the Company in more ways than one.]

Given my background, skills and experience, I firmly believe that I can be a valuable asset to your team.

Thank you for your consideration and I look forward to hearing from you.

Kind regards,
[Your name]