**[Your Name]**  
[Your Address]  
[Your Email]  
[Your Phone Number]  
[Date]

**[Hiring Manager's Name]**  
[Company Name]  
[Company Address]

**Subject:** Application for [Job Title]

Dear [Hiring Manager’s Name],

I am writing to apply for the [Job Title] position at [Company Name]. As a motivated and enthusiastic [student/recent graduate], I am eager to bring my [skills, passion, or experience] to your team.

I have developed strong [mention relevant skills, e.g., customer service, teamwork, communication] through my [school projects, volunteer work, part-time jobs, or extracurricular activities].For example,[briefly highlight a specific experience that demonstrates your skills].This experience has prepared me to contribute positively to [Company Name] and provide excellent service to customers and colleagues.

I am eager to learn, hardworking, and always open to new challenges. I believe my [mention key strength] would make me a great fit for this role, and I would love the opportunity to further discuss how I can contribute to your team.

Thank you for your time and consideration. I look forward to the possibility of an interview.

Best regards,  
[Your Name]