**Student Name**

Pemberton, NJ 08068

609-894-1234

[Anita\_job@mymail.rcbc.edu](mailto:Anita_job@mymail.rcbc.edu)

**[Company Name]**

**[Company Address]**

**[Date of Letter]**

**RE: [Position Title]**

Dear Hiring Manager,

Please accept this letter as application for the **[Position Title]** position posted on the **[Job Posting Source]** website.  I am confident that my ability to provide **[List 2-3 relevant skills here].** With these skills, I believe I am a perfect candidate for the position and your company.

**[Optional: Give 2-3 specific work/school examples for your relevant skills listed above.]**

I look forward to the potential to utilize my education and skillset to benefit **[Company Name].** I have attached my resume for your review and can be reached at **[insert your email address]** or by phone **[insert your most used phone number]** for an opportunity to interview.

Thank you for your time and consideration.

Sincerely,

*Anita Job*  
  
Anita Job