**Suzie Student**

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Bemidji, MN 55601

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January 5, 20XX

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[Address 2]

[City, ST ZIP Code]

Dear [Recipient Name]:

[Name of Person Referring] suggested that I contact you regarding the open [job title] position with [Company Name]. You need a sharp [job title] with great attention to detail and excellent skills. I am writing to express my strong interest in the [position] at [company name]. I am currently a student at Bemidji State University and will be graduating in December 20XX with degrees in Business Administration, Management Emphasis, and Accounting.

I’m very interested in joining your team and applying my creativity and focus to an impressive company like [company name]. Your company’s mission statement resonated with my passion for improving the lives of others through financial accountability.

I believe my education and training make me an excellent candidate for this position. While a student at Bemidji, I had the opportunity to learn a number of valuable skills such as [enter job related skills] that will undoubtedly contribute to my success in the role.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. I would greatly appreciate the chance to work with, and learn from you and your talented team. If you have questions, or if you want to schedule an interview, please contact me at (218) 444-4444. I look forward to hearing from you and further discussing this great prospect. Thank you for your time and attention, I look forward to speaking with you soon.

Sincerely,

Suzie Student

Suzie Student