

## **Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

## **Hiring Manager's Name**

Company Name

Company Address

City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the trainee program opportunity at [Company Name] as advertised [where you found the job listing]. With a background in [Your Field/Study] and a keen interest in [Related Industry/Field], I am eager to contribute my skills while gaining valuable experience.

I have recently completed my [Degree/Certification] from [Your Institution], where I gained considerable knowledge about [Relevant Skills/Knowledge]. My coursework and projects have provided me with a solid foundation in [Specific Areas]. I am particularly drawn to [Company Name] because of [Specific Reason About the Company or Program].

I am enthusiastic about the opportunity to learn from experienced professionals and to bring my passion for [Industry/Field] to your team. I am a quick learner and am committed to putting in the effort required to excel in this program.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and further my professional development.

Sincerely,

Your Name