

Job Application for Summer Position

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the summer position at [Company's Name] as advertised [where you found the job listing]. As a current [Your Year, e.g., sophomore] at [Your School/College Name], majoring in [Your Major], I am eager to gain practical experience in [specific field or role].

While I may not have direct professional experience, I have developed strong [relevant skills or qualities] through [mention relevant experiences like volunteering, school projects, or extracurricular activities]. I am a quick learner and highly motivated to contribute effectively to your team.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values/projects]. I believe that my enthusiasm and willingness to learn will allow me to contribute positively to your organization this summer.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team at [Company's Name].

Sincerely,

[Your Name]