

Job Application for Co-op Program

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Recipient's Title] [Company/Organization Name] [Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Co-op Program at [Company/Organization Name] as advertised on [where you found the internship]. I am currently a [Your Major] student at [Your University], and I am eager to apply my skills and knowledge in a practical setting.

My coursework in [relevant courses] has equipped me with a solid foundation in [related skills]. I am particularly drawn to [something specific about the company or program] and believe that my [specific skills or experiences] make me a strong candidate for this position.

Attached is my resume, which provides further details about my academic and extracurricular achievements. I am enthusiastic about the possibility of contributing to your team and gaining invaluable experience in [industry/field].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name]. Please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]