

Co-op Application Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to apply for the co-op position in business administration at [Company's Name] as advertised on [Where You Found the Job Posting]. I am currently a [Your Year, e.g., sophomore] student at [Your University] majoring in Business Administration, and I am eager to gain hands-on experience in the field.

Through my studies, I have developed strong skills in [mention relevant skills or coursework], which I believe will enable me to contribute effectively to your team. Additionally, my previous experiences in [mention any relevant experience] have equipped me with the capability to [mention relevant skills related to the co-op position].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects]. I am excited about the opportunity to learn and grow within your team while contributing to [specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my education and experience can contribute to the success of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]