

Student Co-op Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the co-op position at [Company/Organization Name] as advertised on [Where You Found the Listing]. Currently, I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am eager to gain practical experience in the field of education, and I believe that your organization provides an excellent opportunity for growth and learning.

Through my coursework and volunteer experiences, I have developed a strong foundation in educational theories and practices. I am particularly drawn to [Specific Area or Program within the Organization] and am enthusiastic about the possibility of contributing to such important work.

I have attached my resume for your review. I would love the opportunity to discuss how my skills and interests align with the goals of [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]