

Student Co-op Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the co-op position available in your engineering department as advertised on [where you found the listing]. I am currently a [year, e.g., second-year] student pursuing a Bachelor's degree in [specific engineering program] at [University Name].

Through my academic coursework and hands-on projects, I have developed a solid foundation in [mention relevant skills or topics, e.g., thermodynamics, circuit design]. I am particularly drawn to [mention specific area of interest related to the company or position] and believe that my background in [specific skills] will allow me to contribute effectively to your team.

I am eager to gain practical experience and apply the knowledge I have acquired in the classroom to real-world engineering challenges. I am impressed by [mention specific aspects of the company or recent projects] and would be grateful for the opportunity to learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further. Please find my resume attached for more details about my academic and project background.

Sincerely,

[Your Name]