Subject line: Your name – [include job title, reference number for job listing if application]

Dear Hiring Manager, *(first and last name if known)*

I am pleased to apply for the position as a *(position title)* with *(company).* I learned about this position via email from the McCoy College Student Success Center and I believe I am a great fit for it after reading the job description and requirements.

I am an upcoming *(insert major)* major graduating from Texas State University in *(insert year; i.e. Fall 2023)*, and I am eager to put my knowledge and experience to work. During my time at Texas State University, McCoy College of Business, I *(insert involvement and/or accomplishments, skills gained through classes, previous internships, jobs, etc.)*.

Attached you will find my cover letter and resume for your consideration. Please do not hesitate to reach out if you would like additional information.

Thank you so much for your time and consideration for this position, and I look forward to hearing from you soon.

Sincerely,

*(leave four to five spaces for a signature)*

Your Name *(type full name)*

Phone

Email