**First Name Last Name**

student@luc.edu

123-456-7890

Month DD, YYYY

Dear Hiring Manager,

I would like to express my enthusiastic interest in the [Summer 2022 XYZ Internship or the social media specialist role, etc] at [Company Name].

I am a [disciplined and driven self-starter- customize this to fit you] and I have gained [marketing or finance or sales] experience [at XYZ company or during my time in college]. I am eager to explore opportunities to build upon my skills and experience in [major/field of choice] at a leading organization.

I am passionate about [major or something related to your major or field of choice], and I am confident that my previous experience in [XYZ] will allow me to quickly learn and to perform at a high level. I am looking forward to joining a team and making an immediate and positive impact on your [business or organization].

I am confident that I am an excellent candidate for your [Summer 2022 XYZ Internship or the social media specialist role]. I would welcome the opportunity to schedule a phone call or meeting to discuss my qualifications and provide additional details about the value I can bring to [Company/Organization Name] as a [Role Title] [next summer or upon graduation from Loyola University Chicago].

Thank you in advance for your consideration.

Sincerely,

First Name Last Name