

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. Although I am seeking my first paid employment opportunity, I bring a strong foundation of skills and dedication acquired through a variety of unpaid experiences, including internships and volunteer work.

During my [internship/volunteer experience] at [Organization/Institution Name], I developed valuable skills such as [skill 1], [skill 2], and [skill 3]. These experiences required me to be adaptable, organized, and eager to learn. For example, I successfully [describe a relevant accomplishment or responsibility], demonstrating my commitment to making a meaningful contribution, no matter the circumstances.

I am particularly drawn to [Company Name] because of your commitment to [mention something notable about the company or position]. I am confident that my proactive attitude and willingness to embrace new challenges will allow me to thrive as part of your team.

While my work history may not include formal employment, I have consistently proven my reliability, quick learning ability, and passion for growth through my unpaid experiences. I am enthusiastic about the opportunity to contribute to [Company Name] and to further develop my skills while supporting your organization's goals.

Thank you for considering my application. I look forward to the possibility of discussing how my background, enthusiasm, and commitment would make me a valuable member of your team.

Sincerely,
[Your Name]