

[Your Name]

[you@example.com] · [City, Country] · [portfolio or LinkedIn URL]

[Date]

[Hiring Manager's Name]

[Their Title]

[Company Name]

[City, Country]

Dear [Hiring Manager's Name],

[Name the role you're applying for, then open with something about this company you could only know by looking closely: a page, a product detail, a post, a decision.] [Nobody can check that you're passionate. Anybody can check this.]

[The closest real thing you have done: an internship, a student job, a project you finished.] [What you did and the number, even a small one — a real 40 beats an adjective.]

[The second thing worth the space.] [What it taught you that this role needs.]

[One low-friction ask.] [Resume attached.]

Best,

[Your Name]