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# Academic Cover Letter for University Student Example

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Title]

[Department]

[University Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the [Specific Position] in the [Department Name] at [University Name]. As a [Year in School, e.g., Junior] majoring in [Your Field], I am eager to contribute my academic skills and passion for [Your Area of Interest] to this role.

My studies have focused on [Briefly Describe Your Studies and Projects], and I have had the opportunity to collaborate with [Mention Collaborations or Group Projects]. I believe these experiences have prepared me well for the challenges of [Specific Position].

What draws me to this opportunity at [University Name] is its [Mention Something Specific about the University or Department]. I am excited to contribute to the ongoing success of your team.

Enclosed please find my resume and transcripts, along with a letter of recommendation from [If Applicable, Mention Recommender's Name]. I look forward to discussing how my academic background aligns with your needs.

Thank you for considering my application.

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Sincerely,  
[Your Full Name]