

*Recipient Name*  
*Title*  
*Company Name*  
*Street Address*  
*City, ST ZIP Code*

*Date*

Dear Mr. Smith,

I am contacting you to express my interest in the Modest University Summer Program in Calculus. I am very excited about the opportunity to attend your program. It builds on my strengths and will help me prepare for my future career aspirations in Mechanical Engineering.

I am currently a junior at MyUniversity with a major in Engineering. I have been working hard and have recently completed an internship working with an engineering firm where we supported the construction of a new suspension bridge in Smithtown. That was a terrific opportunity where I was able to apply what I had learned while learning much more. I had the chance to work with one of the senior engineers, who allowed me to do some modeling for the project.

My grades have shown my hard work, with a GPA of 3.8. My course of study has been in Engineering with several courses in advanced mathematics. I believe that your program will help me build on my math and modeling skills. I want to improve my understanding of how I can apply Differential Calculus in Engineering, and I believe that your program will help me build on those skills.

I look forward to discussing my candidacy with you further. Please let me know if there is anything that I can do to advance my candidacy or answer any questions or concerns that you may have. You can contact me at +27 123-4567-90.

Sincerely,  
Janine Mdluli