[Name + Surname]
[PROFESSIONAL TITLE]

[your email]   [mobile number]   [your address/location]

[Today's Date]

[Hiring Manager]

[Company Address]

[Company City, State xxxxx]

[(xxx)-xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Ms.] [Manager's Name],

Paragraph 1: (Intro of yourself) My name is Didier Darlington, and I'm excited to apply for the position of Junior IT specialist at the French Central Inn, Charleston. I'm a recent graduate (December YYYY) in Management Information Systems (MIS) from Charleston Southern University, and I'm eager to enter the workforce. I meet all of the academic requirements mentioned in your job posting.

Paragraph 2 +3 : (Your Qualifications + Interests)
Growing up, I took a liking to all things tech and digital, which led to me picking MIS as my major. Apart from all the tech courses during my MIS studies, I thoroughly enjoyed and excelled at the psychology courses, as the intersection of tech and humanity (specifically, how people respond to and adapt to technological changes) is a passion of mine. It's one that I discuss frequently on my tech blog [URL].

During my final year of university, I interned at Safe Homes Inc., a vendor providing an array of home security systems. I worked on both the hardware and software side, installing physical equipment as well as configuring the requisite software, and involved elements of IoT.

Paragraph 4: (Your interest in the company)
What excites me most about this position is that the role involves extensive work with the Internet of Things (IoT). As a leader in combining IoT and hospitality, working at your inn would be a fortuitous coming together of passion, competence, and opportunity.

Paragraph 5: (Conclusion)

I look forward to putting my knowledge and skills to use as a productive member of your IT department and learning from the best in the industry. In an interview, I'd love to discuss my short- and long-term career goals and how they align with the French Central Inn's tech vision. I await your call.

Sincerely,

Didier Darlington