

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am reaching out to express my interest in the [specific position or internship] at [Company's Name], as advertised on [where you found the job listing].

I am eager to bring my skills in [mention relevant skills or experiences] and my passion for [industry/field] to your team. I believe that my background in [briefly mention relevant experiences or projects] aligns well with the goals of [Company's Name].

I would appreciate the opportunity to discuss my application further and explore how I can contribute to your team. Please let me know if you would be available for a conversation in the coming days.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]