

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job Posting] at [Company's Name]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to begin my career in [Industry/Field], and I believe that my skills and passion make me a strong candidate for this role.

During my time at [Your University], I completed an internship at [Internship Company/Organization] where I gained hands-on experience in [Relevant Skills or Tasks]. This opportunity allowed me to [Mention any Specific Achievements or Responsibilities], and taught me the importance of [Relevant Skill or Insight].

I am particularly drawn to [Company's Name] because of [Specific Reason related to the Company or Its Values/Projects/Goals]. I admire your commitment to [Company's Focus or Mission], and I am excited about the opportunity to contribute to such impactful work.

In addition to my academic background, I possess strong [Skill #1], [Skill #2], and [Skill #3] skills, which I believe are essential for the [Job Title] position. I am a quick learner, a team player, and I am eager to develop my abilities further under the guidance of experienced professionals at [Company's Name].

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I hope to speak with you soon about how I can contribute to your team.

Sincerely,
[Your Name]