

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. I recently graduated from [Your University] with a degree in [Your Degree], and I am excited about the opportunity to apply my skills and knowledge in a practical setting.

During my time at [Your University], I completed coursework in [relevant courses] and participated in [any internships, projects, or extracurricular activities relevant to the job]. These experiences honed my abilities in [specific skills or tools related to the job]. I am particularly drawn to this role at [Company's Name] because [mention what you admire about the company or how it aligns with your career goals]. I am eager to bring my [relevant skills or qualities] to your team and contribute to [specific goals or projects of the company]. I am a quick learner and am highly motivated to develop my career in [industry or field of interest].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]