

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [Position Title] at [Company's Name] as advertised [where you found the job listing]. I recently graduated from [Your University] with a degree in [Your Degree], and I am eager to apply my skills and knowledge in a challenging role within your esteemed company.

During my time at [Your University], I completed [mention any relevant internships, projects, or coursework] that equipped me with a strong foundation in [mention relevant skills or knowledge]. I am particularly drawn to [Company's Name] because of [mention something specific about the company or industry that interests you].

I am confident that my [mention specific skills or experiences relevant to the position] will allow me to contribute positively to your team. I am highly motivated and enthusiastic about the opportunity to work at [Company's Name] and bring fresh ideas to your projects.

I look forward to the opportunity to discuss 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.

Sincerely,
[Your Name]