

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Company Name], as advertised [where you found the job posting, e.g., on your website, LinkedIn]. As a recent graduate from [Your University] with a degree in [Your Degree], I am excited about the opportunity to apply my skills and knowledge in a professional setting.

During my time at university, I completed coursework in [relevant courses or projects], which provided me with a solid foundation in [related skills]. I also had the opportunity to [mention any internships, volunteer work, or projects related to the field]. This experience allowed me to develop [specific skills or competencies relevant to the position].

I am particularly drawn to [Company Name] because [mention specific reasons related to the company or its mission]. I believe my [mention any relevant skills or qualities] would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing how my education and experiences align with the needs of your team. I am eager to contribute to [Company Name] and grow my career in this industry.

Sincerely,  
[Your Name]