

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. As a recent graduate of Bowling Green State University with a degree in [Your Degree], I am excited about the opportunity to contribute to your team. During my time at BGSU, I gained valuable experience in [mention relevant skills or experiences related to the job], which I believe align well with the requirements of the [Job Title] role. My [specific skills or qualifications] helped me [specific accomplishment or experience], further preparing me to succeed at [Company Name].

I am particularly drawn to this position because [explain why you are interested in the role/company]. I admire [Company Name]'s commitment to [specific attribute or value of the company] and believe that my background in [related field or experience] would complement your team's efforts.

I have attached my resume for your review, and I welcome the opportunity to discuss how my education and experiences can contribute to the success of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]