

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at BP, as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my knowledge and skills in a dynamic and innovative environment like BP.

During my academic career, I have developed strong [specific skills related to the job]. My experience with [mention any relevant projects, internships, or coursework] has provided me with a solid foundation in [related field]. I am particularly drawn to BP because of [specific reason related to the company or its values], and I am excited about the opportunity to contribute to [specific project or goal of the company]. I am a quick learner with a passion for [related interest], and I am confident that my ability to [mention a relevant skill or attribute] will make me a valuable asset to your team. I am eager to bring my enthusiasm and dedication to BP, and I am looking forward to the possibility of discussing my application further.

Thank you for considering my application. I hope to bring my background in [Your Degree/Field] to BP and contribute to your mission. I am looking forward to the opportunity for an interview to discuss how I can support the goals of BP.

Sincerely,  
[Your Name]