

[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 [Position Title] at [Company's Name] as advertised on [where you found the job listing]. I recently graduated with a Bachelor of Technology in [Your Major] from [Your University] and am eager to apply my skills and knowledge in a practical environment.

During my academic career, I gained a solid foundation in [mention relevant skills or technologies related to the job]. My internship experience at [Internship Company Name] allowed me to work on [briefly describe a relevant project or responsibility], where I developed strong [specific skills or attributes] while collaborating with a talented team. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/values]. I believe my background in [Your Major/Field] aligns well with your team's goals and the innovative work you are doing in [specific area related to the company]. I am excited about the opportunity to contribute to [Company's Name] as a [Position Title] and am confident that my technical expertise and passion for [industry/field] will make me a valuable addition to your team. I look forward to discussing my application in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]