

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Job Title] position at [Company's Name] as advertised on [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 professional setting.

During my time at [Your University], I completed [relevant coursework, projects, or internships] that equipped me with [specific skills or experiences relevant to the job]. I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you].

I believe my [mention any relevant skills or experiences] make me a strong candidate for this position. I am eager to contribute to your team and bring [a unique trait or skill] to [Company's Name].

I have attached my CV for your review. I would welcome the opportunity to discuss how my background and passion align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]