

[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 with a degree in [Your Degree] from [Your University], I am eager to apply my skills and knowledge in a practical setting.

Throughout my academic career, I have developed strong [relevant skills or experiences] that I believe will make me an excellent fit for this role. For example, in my [specific course, project, or internship], I [describe a relevant experience or accomplishment].

I am particularly drawn to [Company Name] because [mention any specific reason related to the company's values, mission, or projects]. I admire [mention something specific about the company], and I am excited about the possibility of contributing to your team.

Enclosed is my resume, which provides further details about my education and experience. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm can benefit [Company Name]. Thank you for considering my application.

Sincerely,
[Your Name]