

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job listing]. As a recent graduate from [Your School/University] with a degree in [Your Degree], I am eager to contribute my skills and enthusiasm to your team.

During my time at [Your School/University], I gained valuable experience in [specific skills or experiences relevant to the job], which I believe will be beneficial in this role. [Briefly describe a relevant project, experience, or skill].

I am particularly drawn to [Company's Name] because [reason why you admire or are interested in the company]. I am excited about the opportunity to [mention how you can contribute to the company or team]. I have attached my CV for your review. I look forward to the possibility of discussing how I can contribute to [Company's Name] in more detail. Thank you for considering my application.

Sincerely,
[Your Name]