

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager'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 posting]. I am a recent graduate from [Your University or School] with a degree in [Your Degree] and am eager to begin my career in [Industry/Field].

During my time at [University/School], I gained valuable skills in [relevant skills or experiences]. I completed [any relevant projects, internships, or coursework]. This experience has equipped me with a solid understanding of [related skills/knowledge relevant to the job].

I am particularly drawn to [Company's Name] because [something specific about the company or its values that appeals to you]. I am excited about the opportunity to contribute to your team and bring my skills in [mention 1-2 specific skills that are relevant to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my educational background and passion for [industry or field] align with the goals of [Company's Name].

Sincerely,  
[Your Name]