

[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 [Job Title] position advertised on [Where You Found the Job Posting]. As a recent graduate with a [Your Degree] from [Your University], I am eager to begin my career in [Industry/Field] and contribute to [Company's Name]. During my time at [Your University], I gained valuable experience in [relevant skills or experiences]. I completed an internship at [Previous Internship Company] where I [describe your responsibilities or projects]. This experience honed my skills in [specific skills related to the job] and reinforced my commitment to pursuing a career in [field/industry]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values/mission]. I admire [mention something specific about the company or its projects], and I am excited about the opportunity to contribute to your team.

I am a quick learner and am enthusiastic about embracing new challenges. My goal is to bring a strong work ethic and determination to [Company's Name] as I start my professional journey.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team.

Warm regards,

[Your Name]