

[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 at [Company's Name] as advertised on [where you found the job posting]. As a recent graduate from [Your School/University] with a degree in [Your Degree], I am eager to apply my skills and enthusiasm to contribute to your team.

During my studies, I acquired a strong foundation in [relevant skills or subjects related to the job]. My internship experience at [Previous Internship or Job] allowed me to [describe a relevant experience or achievement]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am a motivated and dedicated individual who is eager to learn and grow within [Company's Name]. I am confident that my strong work ethic and willingness to take on new challenges will make me a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team during an interview.

Sincerely,  
[Your Name]