

[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 [Job Title] position listed at [Company Name] as advertised on [where you found the job posting]. With a recent degree in [Your Degree] from [Your University] and hands-on experience through [internships, volunteer work, or relevant projects], I am excited about the opportunity to contribute to your team.

During my time at [Your University], I developed strong [relevant skills or knowledge] that have prepared me for this role. For example, in my [specific project or course], I [describe what you did and the outcome]. This experience not only honed my [skill] but also enhanced my ability to work collaboratively in a team setting.

I am particularly drawn to this position because [reason specific to the company or role]. I admire [Company Name]'s commitment to [specific value, project, or goal related to the company] and would be proud to bring my background in [specific skill/area] to your esteemed organization.

I am eager to discuss how I can contribute to your team and support [Company Name] in achieving its goals. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]