

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job posting]. As a recent [Your Degree] graduate from [Your University] with a passion for [Industry/Field], I am excited about the opportunity to contribute to your team.

During my studies, I developed strong [relevant skills or experiences related to the job], which I believe align well with the qualifications sought for this role. Additionally, my internship at [Previous Company/Organization] provided me with hands-on experience in [related tasks or responsibilities], enhancing my ability to [specific job-related skills].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or their mission that resonates with you]. I am eager to bring my background in [your skills or experiences] and my enthusiasm for [industry/field] to your esteemed company.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and interests can benefit [Company's Name].

Sincerely,
[Your Name]