

[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 listed on [Where You Found the Job Posting]. I am a recent graduate from [Your College/University] with a degree in [Your Degree] and am eager to start my career in [Field/Industry].

During my time at [Your College/University], I developed valuable skills in [Relevant Skills/Experience]. My internship at [Previous Internship/Job] provided me with hands-on experience in [Related Duties/Responsibilities], which has prepared me well for this role.

I am particularly drawn to [Company's Name] because of [Specific Reason related to Company or Values]. I am excited about the opportunity to contribute to your team and bring my [Positive Traits or Skills] to [Company's Name].

I have enclosed my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of your team. Thank you for considering my application.

Sincerely,  
[Your Name]