

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. As a recent graduate with a degree in [Your Degree] from [Your University], I am eager to begin my career in [Industry/Field].

During my time at [Your University], I [mention any relevant experience, internships, or projects]. This experience equipped me with key skills such as [list relevant skills], which I believe would make me a beneficial addition to your team.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its culture that appeals to you]. I am excited about the opportunity to contribute to [specific project or aspect of the company related to the job].

Thank you for considering my application. I look forward to the opportunity to discuss how my education and skills could contribute to your team. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]