

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email Address]
[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 listed at [Where You Found the Job Posting] on [Date]. As a recent graduate with a [Your Degree] in [Your Field] from [Your University], I am eager to begin my professional journey and contribute to [Company's Name].

During my time at [Your University], I developed [relevant skills or experiences], which I believe aligns well with the requirements of this role. Additionally, my internship experience at [Internship Company Name] allowed me to enhance my skills in [specific task or skill related to the job].

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or role]. I admire [something about the company], and I am excited about the possibility of bringing my background in [Your Field] to your team.

I am enthusiastic about the opportunity to discuss how my background, skills, and passion for [industry or field] can contribute to [Company's Name]. I have attached my resume for your review and look forward to the opportunity to speak with you further.

Thank you for considering my application.

Sincerely,
[Your Name]