

[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 listing]. As a recent [Your Degree] graduate from [Your University], I am excited about the opportunity to begin my career in [Industry/Field].

During my time at [Your University], I developed strong skills in [relevant skills or experiences related to the job]. My internship at [Previous Company/ Position] allowed me to [describe relevant experience or achievement]. I believe my [personal qualities or additional skills] make me a strong candidate for this role.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that resonates with you]. I am eager to contribute my skills in [specific skills or knowledge related to the job] to help your team succeed.

Thank you for considering my application. I hope to discuss my qualifications in further detail.

Sincerely,
[Your Name]