

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

Dear [Employer'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 start my professional career and contribute to [Company's Name].

During my time at [Your University], I completed coursework in [Relevant Coursework or Skills], which has equipped me with a solid foundation in [Industry/Field]. Additionally, my internship at [Previous Internship Company] allowed me to develop my skills in [Relevant Skills or Experience], where I [Briefly Describe Tasks or Responsibilities].

I am particularly drawn to this position at [Company's Name] because I admire [Something Specific About the Company or its Mission]. I am enthusiastic about the opportunity to bring my unique perspective and eagerness to learn to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company's Name]. Please find my resume attached for your review.

Sincerely,  
[Your Name]