

[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 at [Company's Name] as advertised on [where you found the job posting]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my skills and knowledge to contribute to your team. During my time at [Your University], I gained valuable experience through [internships, projects, or relevant experience]. I developed skills in [relevant skills] and demonstrated my ability to [specific achievements or responsibilities]. I am particularly drawn to this position because of [specific reason related to the company or position].

I am excited about the opportunity to work at [Company's Name] and contribute to [specific project or value of the company]. I am confident that my background and enthusiasm make me a strong candidate for this role.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]