

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 on [where you found the job posting] at [Company's Name]. As a recent graduate/[your current status, e.g., a motivated individual], I am eager to apply my skills and passion for [industry or field related to the job] to contribute to your team.

During my time at [Your School/University or relevant experience], I developed strong [relevant skills or experience] that I believe align with the requirements of this position. [Provide a brief example of a relevant project or experience].

I am particularly drawn to this position because [mention something specific about the company or role that interests you]. I am excited about the opportunity to bring my background in [your field or relevant experience] to [Company's Name] and help achieve [mention any company goals or values that resonate with you].

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to your team. I look forward to the possibility of an interview.

Sincerely,
[Your Name]