

[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 at [Company's Name] as advertised on [where you found the job listing]. I recently graduated from [Your University/College] with a degree in [Your Degree] and am eager to contribute my skills and enthusiasm to your team. During my academic career, I developed strong [relevant skills or experiences], which I believe align well with the requirements of this role. I am particularly drawn to [specific aspect of the company or role], and I am excited about the opportunity to learn and grow within [Company's Name].

I look forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,
[Your Name]