

[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 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 excited about the opportunity to contribute to your team. During my time at [Your University/College], I developed strong [specific skills/experience related to the job]. For example, [specific example of a project, internship, or experience relevant to the position]. This experience taught me the importance of [related principle or value that aligns with the company's values].

I am particularly drawn to [Company's Name] because [specific reason related to the company or industry]. I admire [specific company value, project, or initiative] and believe that my background in [Your Degree/Field] aligns well with your team's goals.

I am eager to bring my passion for [related field/industry] and my commitment to excellence to [Company's Name]. I look forward to the opportunity to discuss how my skills and enthusiasms can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]