

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 listing]. As a recent graduate from [Your University] with a degree in [Your Degree], I am eager to apply my knowledge and skills in a professional setting. During my time at [Your University], I have developed a strong foundation in [relevant skills or knowledge areas]. My coursework included [mention relevant courses or projects], which provided me with hands-on experience in [mention any relevant tools, languages, or methodologies].

Additionally, my internship at [Previous Internship or Job] allowed me to [describe relevant responsibilities or projects], further honing my abilities.

I am particularly impressed by [something specific about the company or its projects], and I believe that my background in [mention relevant experiences] aligns well with your team's goals. I am excited about the opportunity to contribute to [Company's Name] and bring my enthusiasm for [mention the industry or role related passion].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]