

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [where you found the job listing]. As a recent graduate in [Your Degree/Field] from [Your University], I am eager to contribute my skills and enthusiasm to your team.

During my academic career, I developed a strong foundation in [relevant skills or subjects related to the job]. [Include a brief example of a project, internship, or experience that relates to the job]. This experience taught me [what you learned or how it relates to the job].

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that you admire or relate to]. I am excited about the opportunity to work in such a dynamic environment and to contribute to [specific goal or project of the company].

I am confident that my teamwork skills, attention to detail, and eagerness to learn will make me a valuable asset to your team. I would love the opportunity to discuss how I can contribute to [Company's Name] and grow with your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]