

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [job title] position at [Company Name] as advertised on [where you found the job posting]. With my recent graduation in [Your Degree] from [Your University] and my enthusiasm for [Industry or Field related to the job], I am eager to contribute to your team.

Throughout my academic career, I developed strong [specific skills relevant to the job, e.g., communication, problem-solving, technical skills]. For instance, during my internship at [Previous Company/Experience], I successfully [describe a relevant project or responsibility]. This experience taught me the importance of [specific lesson learned relevant to the job], which I am excited to apply at [Company Name].

I am particularly drawn to this position because of [reason related to the company's values, mission, or goals]. I admire [specific aspect of the company], and I believe that my background in [relevant educational or work experience] aligns well with your needs.

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company Name]. Thank you for considering my application. I hope to bring my passion for [Industry or Field] to your team.

Sincerely,
[Your Name]