

[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]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to start my professional career with your esteemed organization.

During my studies, I gained valuable knowledge and skills in [relevant skills or subjects related to the job]. Additionally, I completed an internship at [Previous Company/Organization] where I [describe relevant experience or achievements]. This experience taught me [specific skill or lesson learned], which I believe will be beneficial in the [Job Title] position.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values that aligns with your own]. I am eager to bring my [skills/enthusiasm/energy] to your team and contribute to [specific projects or goals of the company].

I have attached my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can be in line with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]